

EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL BASE KITSAP

- The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Quality of Life Recreation Functions.
- This equipment is for use ONLY on board military installations.
  - Equipment is subject to availability on a first come, first served basis.
  - Equipment may not be used for change of command/ceremonial functions, fundraisers, private parties, or involve the collection of funds, raising of funds, or donation of funds for this event or future events.
  - Commands must arrange for transportation and working party to pick up equipment from the MWR location and return it to the designated MWR when the event is complete.
  - Lawn Games are based on Installation availability.
  - Charcoal and propane is NOT included.

**Requesting Command and MWR Community Recreation approval is required. The PRIVACY ACT STATEMENT is on reverse side of this form**

\*\*\*In order to support requests, reservations can be made up to thirty (30) days but should be made no less than ten (10) days in advance.

MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR RECREATIONAL COMMAND FUNCTIONS

	0-75 People	76-150 People	151+ People
Tables	8	20	25
Towable Pig Roaster	1	1	1
Towable Grills	1	2	2
Canopies	1	2	4
Coolers/Ice chests	2	4	6
Lawn Games	2	3	3

Complete and return form to Lisa Bertolacci, Deployed Forces Support Manager: lisa.m.bertolacci-starich.naf@us.navy.mil

CONTACT INFORMATION

CONTACT INFORMATION:	Command Size:
COMMAND NAME:	POC Phone: CELL: EMAIL:

SECONDARY POC (Required):	PHONE:	CELL:	EMAIL:
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2 - FUNCTION INFORMATION

Request Date:	Function Date:	Desired Pick-up Date:	Return Date:
Location on the base where the equipment will be used:			

TYPE OF FUNCTION (Check one)			
Party	Picnic	Fitness Event	Sporting Event
(if other, explain the details)			

3 - EQUIPMENT REQUEST INFORMATION

Item / Description / Size					White box = Number Requested			
					Yellow Box = Number Received			
					Green Box = Number Returned			
8’ Non-Folding Tables					Corn Hole/Bag Toss			
Canopy 10’x10’					Horse Shoes			
Canopy 20’x20’					Ladder Ball			
Canopy Leg Weights					Spike Ball			
12 5qt Ice Chest					Bocce Ball			
BBQ-Propane Grill (With 2” hitch and 4 prong flat electrical hook up)					Giant Yard Pong			
BBQ-Charcoal Grill (With 2” hitch and 4 prong flat electrical hook up)					Giant Jenga			
					Tug of War Ropes			
Fire Extinguisher					Spike Ball			
PA Sound System with Mic					Giant Connect 4			

Users are responsible for propane, repair or replacement charges for damages and/or losses resulting from negligent use. Handle equipment with care. Equipment returned dirty or unclean is subject to a cleaning fee.

4 - The condition of the equipment issued is as noted above and on the reverse of this form:

Name of issuing agent for MWR	Signature of issuing agent for MWR	Date
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I acknowledge that this event is an approved command function and accept the equipment with the above conditions:

Command Representative (E7 or Above)	Signature of Command Representative	Date
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PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5013, Secretary of the Navy; 5 U.S.C. § 301, Departmental Regulations; and Executive Order 9397 (SSN).

PRINCIPAL PURPOSE: DON General Morale, Welfare, and Recreation Records (System of Records Notice NM01700-1) (February 12, 2008, 73 FR 8035). To administer programs devoted to the mental health and physical well-being of DON personnel and other authorized users; to document the approval and conduct of specific contests, shows, entertainment programs, sports activities/competitions and other MWR-type activities and events sponsored or sanctioned by the DON; to provide a means of paying, recording, accounting, reporting and controlling expenditures and merchandise inventories associated with MWR programs, activities; to enable fitness/sports facility personnel to determine the appropriate level of activity participation; to provide on-base emergency personnel with medical information regarding an emergency.

ROUTINE USES: MWR personnel will use this information to determine an individual's eligibility to use MWR products, services and facilities (hereinafter "services") and track the provision of MWR services, as well as patron agreement to the terms and condition for continued use, to include payment for services. In addition, disclosures generally permitted under 5 U.S.C. 552a(b) and specifically (b)(3) (for media or public affairs release, to financial institutions to process payments and to provide health and personal information in the event the patron requires medical treatment while using a MWR service) may be made. Information may also be made available for routine use to other governmental agencies for law enforcement and administrative purposes.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in MWR's refusal to provide the requested product, service or facility use.

BEFORE RETURNING EQUIPMENT

Tables

- Clean, disinfect, and remove any tape

Grills

- Ashes removed
- Cooking grates cleaned using grill brushes provided

Canopies

- Do not put away wet; must be dry before putting into bag

Life Size Chess and Checkers

- Do not use in rain
- Do not put away when wet; must be dry before putting into bag

4 - CONDITION of EQUIPMENT ISSUED	
List Equipment Not In Good Condition, Equipment With Defects, Missing Parts, or Other Problems	List Specific Problem Areas
EQUIPMENT CHECK IN DISCREPANCIES	

EQUIPMENT CHECK IN

Name of MWR receiving agent	Signature	Date
Name of Person Returning Equipment	Signature	Date