EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS

The following MWR Community Recreation equipment is provided **AT NO COST** for official command functions.
- This equipment is for use only on board military installations.
- Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising 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 to return it to the MWR location when the event is complete.
- Charcoal and propane is not included.

Requesting Command and MWR Community Recreation approval is required.

*****In order to support requests, reservations can be made up to 90 days in advance but should be made no less than 10 days in advance.**

Allowable Quantities Based on Command Size			
	0-75 People	**76-150 People**	**151+ People**
Tables	8	20	40
Chairs	75	150	200
Grills (propane not included)	1	1	1
Canopies	1	2	4
Coolers	2	4	6
Games	2	3	4
Sports Equipment	2	3	4

Complete and return form to Community Recreation OAC or email it to nbccomrec@gmail.com; 619-545-2632.

1 - CONTACT INFORMATION

COMMAND:		Command Size:
Primary POC:	PHONE:	Email:
Secondary POC:	PHONE:	Email:

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	☐Command Recreation	☐Other Command function
(if other, explain the details)			

I acknowledge that this event is an approved command function and accept the equipment with the above conditions:

Command Representative _____ Signature of Command Representative _____ Date _____

3 - EQUIPMENT REQUEST INFORMATION

CANOPIES	**Req.**	**Rec.**	**Games**	**Req.**	**Rec.**	**Games**	**Req.**	**Rec.**
10' X 10'			Bocce Ball			Spikeball		
Tables & Chairs			Corn hole			Tug-O-War Rope		
Tables Rectangular 6'			Giant Checkers			Ramp Shot		
Chairs (White)			Giant Connect 4			**Sports**		
Chairs (Black)			Giant Jenga			Basketball		
COOLERS			Kickball + Bases			Frisbee		
Ice Chest 100+ Qt.			Kan Jam			Football		
Grill			Ladder Ball			Soccer Ball / Set		
Towable Propane Grill						Volleyball / Set		

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. Equipment that is returned dirty or unclean is subject to a cleaning fee.

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

Name of staff issuing gear. _____ Signature of staff issuing gear _____ Date _____