



COMMAND EQUIPMENT REQUEST FORM

951 Hancock Avenue • 559-998-4352/0837

MWR Community Recreation equipment is provided at NO COST to commands for command picnics and functions (**homecomings, retirement ceremonies and change of command events are EXCLUDED**). This equipment is for use ONLY on board military installations.

- Equipment is subject to availability on a first come, first serve basis.
- **Equipment may not be used for private parties, or involve the collection of funds, fundraising, or donation of funds for this event or future events.**
- Commands must arrange for transportation and a working party to pick up equipment from Community Recreation and return it to Community Recreation when the event is complete.
- **Charcoal and propane is NOT included.**
- **Requesting Command and MWR Community Recreation approval is required to reserve equipment.** Reservations can be made up to thirty (30) days but should be made no less than ten (10) days in advance. Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Equipment returned uncleaned is subject to a cleaning fee.
- The following chart is the maximum no cost items per command size for recreational Command Functions:

	1-75 People	76-150 People	151+People
Tables	8	20	40
Chairs	75	150	200
Grills	1	2	2
Canopies	1	2	4
Coolers	2	4	6
Lawn Games/Sports Packs	2	2	4

CONTACT INFORMATION

Command		Command Size	
Command POC			
Work Phone		Cell Phone	
Second POC (Required)			
Work Phone		Cell Phone	

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 Rec Event	Other Command Function
If other, please explain details			

COMMAND APPROVAL

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

Command Representative (CO/XO)

Signature of CO/XO

Date

EQUIPMENT REQUESTED

Item	Requested	Received	Item	Requested	Received
Canopies (10x10)			Horse Shoes		
Tables 6'			Corn Hole (Bag Toss)		
Chairs			Ladder Ball		
BBQ Propane Grill			Bocce Ball		
Coolers			Tug-O-War Rope		

The condition of the equipment being issued is as noted above and on the reverse side of this form.

MWR Representative

Signature

Date