MORALE FUNCTIONS EQUIPMENT REQUEST FORM

The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Morale Functions. These functions include command picnics (Homecomings, retirement ceremonies commanders calls, 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 served basis.
- Equipment may not be used for 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.
- Sports Packs and Lawn Games are based on Installation availability.
- 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 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	40
Chairs	75	150	200
Towable Grills	1	1	1
Canopies	1	2	3
Coolers	2	4	6
Lawn Games / Sports Packs	2	2	4

Complete and return form to Community Recreation Division or email it to: _____.

1 - CONTACT INFORMATION

COMMAND:	Command Size:	
Command POC:	POC Phone:	CELL:

SECONDARY POC (Required):	PHONE:	CELL:

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 Recreational Event	☐ 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 (E7 or Above)   Signature of Command Representative   Date

3 - EQUIPMENT REQUEST INFORMATION

Fill in the quantities needed in the adjacent lines. Quantities available at no cost are shown next to each item.

CANOPIES (Easy Ups)		GRILLS		COOLERS	
REQUESTED	**RECEIVED**	REQUESTED	**RECEIVED**	REQUESTED	**RECEIVED**
10' X 10' or 20 X 20		BBQ (Propane or Charcoal)		100+ Qt. Ice Chest	
Tables & Chairs		**SPORTS PACK/LAWN GAMES**		**BASED ON INSTALLATION AVAILABILITY**	
Tables Rectangular 6'		Horse Shoes		Volley Ball Kit	
Chairs		Corn Hole		Soft Ball Kit	
		Tug-o-war rope			

Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care. 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 issuing agent for MWR   Signature of issuing agent for MWR   Date