

**EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL AIR STATION WHIDBEY ISLAND**

The following MWR Community Recreation equipment is provided AT NO COST for Official Command Functions, such as, Command Picnics, Homecomings and Change of Command ceremonies.

- This equipment is ONLY Authorized to be used on board NAS Whidbey Island, to include, Ault Field Base and Seaplane Base.
- Equipment is subject to availability on a first-come, first-served basis.
- Equipment may not be used for private parties or at private residences.
- Equipment cannot be used for fundraising of any kind, or involve the collection of money or donations.
- Charcoal is NOT provided with grills.
- Designated times for equipment being issued and returned must be arranged when reservation is made.
- Commands must provide a working party to pick up and return all equipment to the MWR Auto Hobby. Commands must provide enough manpower and transportation to pick-up equipment in one trip. NOTE: Multiple trips cannot be supported by staff.
- Equipment will be issued for day of event only. The equipment cannot be held overnight or for multiple days. It must be returned the same day after the event.

\*\*\*In order to support requests, reservations may 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
Charcoal Grills	1	1	1
Canopies	1	2	4
Coolers	2	4	6
Lawn Games / Sports Packs	2	2	4

**1 - CONTACT INFORMATION: Command:**

**Command Size:**

POC NAME:	
POC Phone:	CELL:

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

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

TYPE OF FUNCTION (Check one)			
<input type="checkbox"/> Party	<input type="checkbox"/> Picnic	<input type="checkbox"/> Command Recreational Event	<input type="checkbox"/> 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:

\_\_\_\_\_  
 Printed Name and date  
 Command Representative (E7 or Above)

\_\_\_\_\_  
 Signature of Command Representative and date

### 3 - EQUIPMENT REQUEST INFORMATION

Quantities available at no cost are shown next to each item.	Yellow Box = Number Requested			Green Box = Number Received		
57 - Table Rectangular 6 ft.			1 - Life Size Chess			2 - Combo Net
130 - Chairs			1 - Life Size Checkers			2 - Speedminton
17 - Canopy 10 X 10			2 - Life Size Connect Four			1 - Human Foosball (with one fan)
3 - Ice Chest 100 Qt.			2 - Hula Hoop (set of 12)			1 - Jousting (two fan)
8 - Ice Chest 70 Qt.			1 - Badminton (four rackets and net)			1 - Sports Themed, Child (one fan)
3 - BBQ Grill (Towable, 2 in. ball)			8 - Cornhole			1 - Jumpy Jet, Child (two fans)
2 - Gunny Sacks (set of 12)			2 - Tug-O-War			1 - Adventure Combo (one fan)
2 - Bocce Ball Set			2 - Washer Toss Game			1 - Lawn Basketball no fan
1 - Giant Ostrich Egg Race (with spoons one set of four)			2 - Volleyball Net			Inflatables weigh 300-600 lb. Send at least four people to load

**Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care. Equipment returned wet, 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

#### 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.

