

CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS

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

Ref: (a) DODINST 1015.10
(b) CNICINST 1710.3
(c) MWR Community Recreation Program Standards

Encl: (1) Equipment Request Form for Command Functions

1. Purpose. To establish policy and procedures for provision of command support through Morale Welfare and Recreation (MWR) recreational equipment at no cost. This authorized support is in unison with the MWR Mission and enhances unit cohesion and esprit de corps.
2. Applicability. To all Region, Installation, and Tenant Commands and any U.S. Forces Afloat and Ashore for Navy Installations.
3. Policy and Scope. Establish guidelines for MWR to provide equipment at no cost to support Command Functions per reference (b). The event or function must promote command quality of life and benefit the entire crew or command element. These functions may include but are not limited to: Command parties and picnics. MWR equipment, provided at no cost, will not be used or involved in collecting and raising funds, for accepting funds, or donations.
4. No Cost Equipment For Command Functions Procedure. When a command wishes to request equipment at no cost for a command and unit quality of life or recreational function, the Command Representative (must be E7 or above) is required to endorse the event by signing enclosure (1) prior to submission by the command's designated primary or alternate Point of Contact (POC). Upon review and approval of MWR Community Recreation Division, the equipment will be reserved.
 - a. All equipment is first-come, first-served and subject to availability.
 - b. Equipment reservations can be made up to 30 days in advance of the event but no later than 10 days before the event. Installations will establish separate guidelines for reservation timelines for visiting ships and squadrons.
 - c. Equipment provided at no cost may be picked up 72 hours prior to scheduled pickup date at the designated location. If a pickup time outside of the 72 hour window is required, MWR installations will address on a case by case basis.

- d. Cleaning, repair, replacement, labor, and/or setup fees will apply as per installation guidelines.
5. Rental Equipment. Equipment required for command events beyond the scope of this policy may be available at the normal rental rates through MWR Community Recreation rentals.
6. Non-Available Items. MWR is not authorized to purchase or rent items from other sources for the sole purpose of supporting command functions beyond MWR's current equipment availability.
7. Events Hosted At MWR CAT C Facilities. For events hosted at MWR CAT C operations, commands will follow CAT C booking guidelines and gear issuance policy, reference (b) Section 211.
8. Authorized Equipment and Quantities. Equipment choices are limited to items specified in enclosure (1).
 - a. 0-75 People
 - (1) Tables: 8
 - (2) Chairs: 75
 - (3) Grills: 1
 - (4) Canopies: 1
 - (5) Coolers: 2
 - (6) Lawn Games/Sports Pack: Choice of 2 items
 - b. 76-150 People
 - (1) Tables: 20
 - (2) Chairs: 150
 - (3) Grills: 2
 - (4) Canopies: 2
 - (5) Coolers: 4
 - (6) Lawn Games/Sports Pack: Choice of 2 items
 - c. 151 + People
 - (1) Tables: 40
 - (2) Chairs: 200
 - (3) Grills: 2
 - (4) Canopies: 4
 - (5) Coolers: 6
 - (6) Lawn Games/Sports Pack: Choice of 4 items
 - d. For larger command events, installation MWR will address on a case by case basis.
9. Action. Commands must adhere to this standard operating procedure in order to utilize MWR Community Recreation Equipment for Command Functions at no cost.

- a. Commands/Unit Responsibilities:
 - (1) Submits completed and signed enclosure (1) to MWR Community Recreation Division
 - (2) Arranges transportation and working party for equipment pick-up, clean up and return during designated times.
 - (3) Returns equipment in same condition as it was issued.
 - (4) Reimburses MWR for cleaning, repair or replacement of damaged equipment caused while in commands possession (other than normal wear and tear).
- b. MWR Community Recreation Responsibilities:
 - (1) Notifies command of availability and approval of equipment.
 - (2) Designates place and times for equipment pick-up and return.
 - (3) Issues necessary directions for proper and safe usage upon pick-up.
 - (4) Inspects equipment with command representative upon pick-up and return.

10. Customer Feedback. Customer comments provide the MWR Community Recreation Program with valuable input and customer perspective. Each facility will provide comment cards to customers for completion while equipment is being returned and inspected.



JAMES C. BAKER
N92 FLEET READINESS DIRECTOR

Distribution:
Regional MWR Directors
Installation MWR Directors
Installation Community Recreation Division
Afloat Recreation Programmers
Deployed Forces Support Programs

EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS

The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Functions. These functions include command picnics (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 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
Grills	1	2	2
Canopies	1	2	4
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:
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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)			
<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:

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'		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	
Tables Rectangular 8'		Corn Hole or Bag Toss		Soft Ball Kit	
Chairs		Ladder Ball			
		Bocce Ball			
		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