

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



MWR EQUIPMENT & FACILITY REQUEST FORM FOR COMMAND RECREATIONAL FUNCTIONS (Enclosure 1 - MWR SOP- 006)

APPROVAL PROCESS

- For on base NASWF reservations, complete and return this form to Airdales Recreation Center (Bldg. 1475. Call (850) - 665-6250 / (850) 623-7032 with regarding questions.
- For off-base NASWF reservations specific to Whiting Park Recreation Area, complete and return this form to Whiting Park (5499 Old River Rd., Bldg. 3000). Call (850) 623-2383 with regarding questions.
- An MWR Representative will verify availability of equipment. If all requested items are not available, the MWR Representative will notify the Command POC.
- Once the request is approved, a confirmation email with an attached approval will be send from the MWR Representative to the Command POC.

COMMUNITY RECREATION EQUIPMENT POLICES

- Equipment is subject to availability on a first come, first served basis. However, MWR Special Events take priority.
- All equipment must be utilized onboard U.S. Navy property, not to exceed 50 miles from NAS Whiting Field.
- The following MWR Community Recreation equipment is provided AT NO COST to commands for recreational command functions such as command picnics and parties (This equipment will not be used for raising funds or for accepting funds or donations).
- Equipment is not reserved until the reservation is approved by an MWR Community Recreation, Whiting Park or Fitness representative.
- Commands are responsible for all repair or replacement charges for damages and losses of used equipment. Additionally, equipment that is returned dirty or unclean is subject to a minimum \$50 cleaning fee.
- MWR does not provide transportation or personnel to load or deliver items.
- Charcoal and grill tools are not included in the request for trailer grills.
- In order to support requests, reservations can be made no less than five (5) days in advance.
- Inflatable bouncer/games may NOT be used on any hard surface such as concrete, asphalt, or rocks. They CANNOT be set up in high wind situations. See attached information sheet.
- Large grills and inflatables will be scheduled for set up and drop off on Monday through Friday, 0900-1400. If equipment is kept after business hours, commands are responsible for safely securing it until the next business day.

1. CONTACT INFORMATION

COMMAND:	Primary POC Name (Last, First):	Rank/Rank:
Primary POC Email:	POC Phone:	Cell:
Secondary POC Email (Required):	Phone:	Cell:

2. FUNCTION INFORMATION

Request Date:	Function Date:	Desired Pick-up Date & Time:
Location/Bldg. # on Navy property where equipment will be used:		
Type of function (check one):	<input type="checkbox"/> Party <input type="checkbox"/> Picnic <input type="checkbox"/> Fun Day	
If "other", please explain in detail...		

3. APPROVAL: I acknowledge that this event is an approved command function and I have read and understand the above Approval Process and Equipment Policies.

 Typed Name of Command Representative (E-7 or Above) Signature Date

Request is Approved / Disapproved. Comments:

 Typed Name of MWR Community Recreation Manager Signature Date

4. EQUIPMENT REQUEST INFORMATION

Fill in the quantities (based on authorized quantities listed in the SOP) needed in the adjacent lines. MWR will contact the POC if quantities or items are unavailable.

REQUESTED	RECEIVED	CONDITION	REQUESTED	RECEIVED	CONDITION	REQUESTED	RECEIVED	CONDITION
<input type="checkbox"/> Canopy 10' x 10'			<input type="checkbox"/> Horse Shoe			<input type="checkbox"/> Ice Chest		
<input type="checkbox"/> Tables Regular 6' – 8'			<input type="checkbox"/> Corn Hole			<input type="checkbox"/> Sport Pack		
<input type="checkbox"/> Folding Chair			<input type="checkbox"/> BBQ Grill – Does not include charcoal			<input type="checkbox"/> Giant Jenga		
<input type="checkbox"/> Bounce House (on-base use only)			<input type="checkbox"/> Bocce Ball			<input type="checkbox"/> Tug-o- War Rope		
<input type="checkbox"/> Human Power Water Craft (Kayak/SUP)								

5. FACILITY REQUEST INFORMATION

Fill in the facility which you are requesting a reservation for (based on availability). MWR will contact the POC if the facility space is not available. **Ace's Pub can be reserved with an advance request and will include a facility fee.**

REQUESTED	REQUEST DATE #1	REQUEST DATE #2 (optional)	BLDG.
<input type="checkbox"/> Sikes Hall			#2942
<input type="checkbox"/> Atrium Ballroom			#1417
<input type="checkbox"/> Sports Complex Pavilion			
<input type="checkbox"/> Whiting Park Pavilion #1-#6 (5499 Old River Rd.)			#3000

6. I approved that the condition of the equipment being issued is as noted above and/or will ensure the facility space has been properly cleaned and left in the condition we received. Sikes Hall and the Atrium Ballroom layouts and expectations will be attached to a confirmation email via Outlook:

Name of issuing agent for MWR	Signature of issuing agent for MWR	Date

Name of receiving agent for command	Signature of receiving agent for command	Date

Page 3
For MWR staff use only

FOR MWR USE ONLY: RETURN

7. RETURN

The condition of the equipment being returned is as noted below:

a. Returned on time: YES NO (explain below)

b. Condition of equipment being returned:
Same as when issued: YES NO (explain below)

c. Any additional charges incurred: YES NO (explain below)

Name of issuing agent for MWR Signature of issuing agent for MWR Date

8. FACILITY CHECK

The facility space has been properly put back to its originally layout with neatly stacked chairs and tables as stated in the confirmation email:

a. YES NO POC CONTACT HAS BEEN MADE TO FIX THE LAYOUT

