**MWR EQUIPMENT & FACILITY REQUEST FORM FOR COMMAND RECREATIONAL FUNCTIONS**

**(Enclosure 1 - MWRSOP- 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: |

1. **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): Party Picnic 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 |
| Canopy 10’ x 10’ |  |  |  Horse  Shoe |  |  |  Ice  Chest |  |  |
| Tables Regular 6’ – 8’ |  |  |   Corn Hole |  |  | Sport Pack  |  |  |
| Folding Chair |  |  |  BBQ Grill – *Does*  *not include*  *charcoal* |  |  |  Giant  Jenga |  |  |
| BounceHouse*(on-base use only)* |  |  |   Bocce  Ball |  |  |  Tug-o-  War  Rope |  |  |
|  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 unavailable. 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. |
| Sikes Hall  |  |  | #2942 |
|  Atrium Ballroom  |  |  | #1417 |
| Sports Complex Pavilion  |  |  |  |
| 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

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***For MWR staff use only***

**FOR MWR USE ONLY: RETURN**

1. **RETURN**

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

1. Returned on time:  YES  NO (explain below)
2. Condition of equipment being returned:

Same as when issued:  YES  NO (explain below)

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

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

1. **FACILTY 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:

1.  YES  NO  POC CONTACT HAS BEEN MADE

 TO FIX THE LAYOUT