

**NAVAL BASE KITSAP
DEPLOYED SUPPORT MWR
EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS**

The following Deployed Support MWR equipment is provided FREE OF CHARGE to commands for Official Command Functions. These functions include, but are not limited to, homecomings, half-way parties, command picnics, holiday parties, pre-arrival events and, in some cases, change of command events.

This equipment is for use ONLY on board military installations to include, but not limited to: Naval Base Kitsap Bangor and Bremerton sites and may not be used at private residence or non-military facilities or properties.

* Equipment may not be used for fundraisers.

* Commands must arrange for transportation and working party to pick up equipment from the MWR warehouse at NBK Bremerton and return it to the warehouse when the event is complete. It is the responsibility of the user to supply power for the inflatables.

***Command Representative must be a First Class or Above**

In order to support requests, reservations need to be made at least 3 business days prior to use.

Complete and fax a copy to (360) 476-2908. For more information call (360) 476-8899.

1 - CONTACT INFORMATION

COMMAND:
COMMAND REPRESENTATIVE:
PHONE:
CELL PHONE:
EMAIL ADDRESS:

SECONDARY POC (Mandatory):
PHONE:
CELL PHONE:

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"/> Homecoming	<input type="checkbox"/> Picnic	<input type="checkbox"/> Change-of-Command	<input type="checkbox"/> Other Command function
(if other, explain the details)			

3 - EQUIPMENT REQUEST INFORMATION

Fill in the quantities needed in the adjacent lines. Quantities available are shown next to each item.

CANOPIES (Easy Ups)	GRILLS	COOLERS
(2) 10 X 10	(2) Propane Trailer-mounted Barbeque	(2) 165 QT Ice Chest
		(2) 5 Gallon Water
INFLATABLES	MORE INFLATABLES	GAMES
(1) Bounce & Box	(1) Elephant Bouncer	(3) Giant Jenga
(1) Sports Challenge	(1) Fast Pitch	(2) Giant Chess
(1) Obstacle Course	(1) Golf Challenge	(1) Giant Pick-up Sticks
(2) Jousting	(1) Dolphin Bounce and Slide	(1) Connect Four
(1) Pirate Ship Slide & Bouncer		(1) Baggo

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care.

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
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I accept the equipment with the above conditions:

Name of Command Representative	Signature of Command Representative	Date
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