

# EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL STATION EVERETT

The following MWR Community Recreation equipment is provided AT NO COST to commands for **Official Command Functions**.

- 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 to return it to the MWR location when the event is complete.**
- Charcoal and propane is **NOT** included.

**Requesting Command and MWR Community Recreation approval is required. The PRIVACY ACT STATEMENT is on reverse side of this form**

\*\*\*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, call 425-304-3149 or fax to 425-304-3578.**

#### 1 - CONTACT INFORMATION

|              |                                   |
|--------------|-----------------------------------|
| COMMAND:     | Command Size:                     |
| Command POC: | POC Phone:                  CELL: |

|                           |        |       |
|---------------------------|--------|-------|
| SECONDARY POC (Required): | PHONE: | CELL: |
|---------------------------|--------|-------|

#### 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

| Quantities available at no cost are shown next to each item.               | Yellow Box = Number Requested  | Green Box = Number Received |  |                               |
|--|--|-----------------------------|--|-------------------------------|
| 25 – Table round 50 in.  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Ice Chest 100+ Qt.            |
|  |  |                             |  |                               |
| 10 - Table Rectangular 6 ft.   | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Bounce House, small (250lbs)  |
|  |  |                             |  |                               |
| 38 - Table Rectangular 8 ft.   | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Bounce House, large (350lbs)  |
|  |  |                             |  |                               |
| 400 - Chairs   | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | 2 – Corn Hole                 |
|  |  |                             |  |                               |
| 20 - Canopy 10 X 10  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Sports Challenge (250lbs)     |
|  |  |                             |  |                               |
| 15 - Canopy 10 X 20  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Bocce Ball                    |
|  |  |                             |  |                               |
| 3 – 8ft Covered Grill (Propane)  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Ladder Golf                   |
|  |  |                             |  |                               |
| 1 – Towable Propane Grill (1 7/8" ball and 4-prong flat electrical hookup) | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Washer Toss                   |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Horse Shoes                   |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Tug – O – War Rope            |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Bounce 'n Box (525lbs)        |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Human Foosball (350lbs)       |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Dunk Tank (towable - 2" ball) |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  | Velcro Wall (250lbs)          |
|  |  |                             |  |                               |
|  | <table style="border: 1px solid black; width: 30px; height: 20px;"><tr><td style="background-color: yellow;"></td><td style="background-color: lightgreen;"></td></tr></table> |                             |  |                               |
|  |  |                             |  |                               |

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

