## **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.

Name of issuing agent for MWR

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.

1 - CONTACT INFORMATION											
COMMAND:	Command Size:										
Command POC:	POC Phone: CELL:										
SECONDARY POC (Required):			PHONE	:		CEI	CELL:				
2 - FUNCTION INFORMATION											$\neg$
Request Date:	Function Date:			Desired Pick-up Date:			Re	Return Date:			
Location on the base where the	equipment	will b	e used:								
TVDE OF FUNCTION (Check one)											
TYPE OF FUNCTION (Check one)											
Party	Picnic				Command Recreational Even				t Other Command function		
(forther contain the data let											
(if other, explain the details)											
I acknowledge that this event is	an approve	d con	nmand function a	and accep	t the equipn	nent w	ith th	e above cond	ditions:		
								_		_	
Command Representative (E7 o	r Above)		Signa	ature of Co	ommand Rep	oresen	tative		Date		
3 - EQUIPMENT REQUEST INFO	RMATION										
				Yel	Yellow Box = Number Requested			uested	Green Box = Number	Received	d
Table round 50 in.			Portable Badm	ninton							
Table Rectangular 6 ft.			Giant Connect								
Table Rectangular 8 ft.			Corn Hole					YOU MUST SANITIZE ALL			
Chairs			Giant Jenga					<b>EQUIPMEN</b>	QUIPMENT PRIOR TO ITS		
Canopy 10 X 10			Ladder Golf				RETURN.	JRN.			
8ft Covered Grill (Propane)			Washer Toss								
Towable Propane Grill (1 7/8" ba	all										
and 4-prong flat electrical											
hookup) Ice Chest 100+ Qt.											
Five Gal. Water Cooler											
			nt chouses for d	lama		المنافة الم	. f	maglicant :	aa Hawalla assistans	- ماهاده د	
Users are responsible for rep			ent cnarges for d ent returned dir						se. nandie equipment	with car	e.
4 - The condition of the equipm		-		-	-			_			

Signature of issuing agent for MWR FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

## **EQUIPMENT CHECK IN AND OUT**

RETURN DATE AND TIME		Condition	ID Number If Applicable	Quantity Checked	Returned ☑	
Item	Good ☑	If equipment is other than good note here		Out		
NOTES:						

Name of receiving agent for MWR

Signature of Reviving agent for MWR

Date

## PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5013, Secretary of the Navy; 5 U.S.C. § 301, Departmental Regulations; and Executive Order 9397 (SSN).

PRINCIPAL PURPOSE: DON General Morale, Welfare, and Recreation Records (System of Records Notice NM01700-1) (February 12, 2008, 73 FR 8035). To administer programs devoted to the mental health and physical well-being of DON personnel and other authorized users; to document the approval and conduct of specific contests, shows, entertainment programs, sports activities/competitions and other MWR-type activities and events sponsored or sanctioned by the DON; to provide a means of paying, recording, accounting, reporting and controlling expenditures and merchandise inventories associated with MWR programs, activities; to enable fitness/sports facility personnel to determine the appropriate level of activity participation; to provide on-base emergency personnel with medical information regarding an emergency.

ROUTINE USES: MWR personnel will use this information to determine an individual's eligibility to use MWR products, services and facilities (hereinafter "services") and track the provision of MWR services, as well as patron agreement to the terms and condition for continued use, to include payment for services. In addition, disclosures generally permitted under 5 U.S.C. 552a(b) and specifically (b)(3) (for media or public affairs release, to financial institutions to process payments and to provide health and personal information in the event the patron requires medical treatment while using a MWR service) may be made. Information may also be made available for routine use to other governmental agencies for law enforcement and administrative purposes.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in MWR's refusal to provide the requested product, service or facility use.