

# 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 Deployed Forces, fax to 425-304-3578, or return to originating email address.**

### 1 - CONTACT INFORMATION

COMMAND:	Command Size:
Command POC:	POC Phone:                      CELL:

SECONDARY POC (Required):	PHONE:	CELL:
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### 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 are shown next to each item.	Yellow Box = Number Requested	Green Box = Number Received
25 – Table round 50 in.		1 – Portable Badminton
10 - Table Rectangular 6 ft.		Bounce House, small (250lbs)
30 - Table Rectangular 8 ft.		1 - Tug – O – War Rope
350 - Chairs		Bounce House, large (350lbs)
20 - Canopy 10 X 10		2 – Corn Hole
2 – 8ft Covered Grill (Propane)		Sports Challenge (250lbs)
1 – Towable Propane Grill (1 7/8” ball and 4-prong flat electrical hookup)		1 - Bocce Ball
4 - Ice Chest 100+ Qt.		2 - Ladder Golf
2 - Five Gal. Water Cooler		2 - Washer Toss
		Human Foosball (350lbs)
		1 - Giant Jenga
		Velcro Wall (250lbs)
		1 - Giant Connect Four
		Dunk Tank (towable - 2” ball)

**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

## EQUIPMENT CHECK IN AND OUT

RETURN DATE AND TIME	<i>Condition</i>		<i>ID Number If Applicable</i>	<i>Quantity Checked Out</i>	<i>Returned</i> <input type="checkbox"/>
<i>Item</i>	<i>Good</i> <input checked="" type="checkbox"/>	<i>If equipment is other than good note here</i>			
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.