

COMMAND EVENT EQUIPMENT REQUEST FORM

1 - CONTACT INFORMATION

Name of Command:		Group Size:	
Command POC:	POC Phone:	Cell:	
POC Email:			
Secondary POC:	POC Phone:	Cell:	
Email:			

2 - EVENT INFORMATION (The event POC is required to be present at the CET drop off and pick up times)

Request Date:	Event Date:	Desired Pick-up or Trailer Drop-off Time:	Return Date/Trailer Pick-up Time:
Name of Event:			
Is this Event Open to All-Hands? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location on the base where the equipment will be used:			

3 - EQUIPMENT REQUEST INFORMATION

Commands will receive one Command Event Trailer and may request additional supplies if needed. Equipment is available on a first come, first served basis. If requesting additional supplies please indicate quantities.

<input type="checkbox"/>	COMMAND EVENT TRAILER 1	<input type="checkbox"/>	COMMAND EVENT TRAILER 2	QTY REQUESTED	QTY APPROVED	ADDITIONAL EQUIPMENT
2	10' X 10' Canopy (Pop Up)	2	10' X 10' Canopy (Pop Up)			P/A System
0	20' X 20' Canopy	0	20' X 20' Canopy			Blue Bounce House (15x15)
20	6' Tables Rectangular	20	6' Tables Rectangular			Pink Bounce House (13x13)
100	Chairs (White Stackable)	100	Chairs (White Stackable)			Cornhole Board Set
1	Bounce House (15x15)	1	Bounce House (15x15)			10x10 Pop Up Canopy
1	Bounce House (13x13)	1	Bounce House (13x13)			Cooler 120 Qt.
1	Sports Pack- assorted balls, Frisbees	1	Sports Pack- assorted balls, Frisbees			Sports Pack- footballs, basketballs, soccer ball, volleyball, Frisbee
1	Ladder Ball Set	1	Ladder Ball Set			6' Tables Rectangular
2	Cooler 120 Qt.	2	Cooler 120 Qt.			Chairs (White Stackable)
2	Cornhole Board Set	2	Cornhole Board Set			Inflatable Slide
1	Volleyball Set	1	Volleyball Set			Inflatable Obstacle Course
						Volleyball Net Set
						Dunk Tank
						Horse Shoe Set
						Volleyball
						Basketball
						Football
						Soccer Ball
						Frisbee

4 – COMMAND APPROVAL – Acknowledges that this event meets the requirements as listed on the reverse side of this form. Must be signed by Commanding Officer, Executive Officer, Command Master Chief, or Officer in Charge.

Name of Authorized Command Representative	Signature of Authorized Command Representative	Date

5 – MWR APPROVAL

Authorized MWR Representative (PLEASE PRINT)	Signature of MWR Representative	Date



Rules & Regulations

- Complete and return this form to the Community Recreation Office located in Bldg 622 or email a signed copy to nasjaxcommrec@navy.mil.
- This form must be signed by the Commanding Officer, Executive Officer, Command Master Chief or OIC acknowledging that the event is in fact a recreational command function that meets the requirements listed above.
- The MWR Community Recreation equipment listed on the reverse side of this form is provided at no cost to commands for Recreational Command Events only. This does not include Retirement Ceremonies, Reenlistment Ceremonies, Change of Commands, Hail and Farewells, or other Wardroom events.
- 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.
- The equipment is available for use aboard NAS Jacksonville only and subject to availability. Reservations may be made up to six (6) months in advance.
- Command Event Trailers are not authorized to be moved once dropped off by the Community Recreation staff.
- If not using a Command Event Trailer, Commands must arrange for transportation and provide a working party to pick up equipment from the MWR location and return it to the designated MWR location according to the date provided on the rental contract
- Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Commands returning damaged items or failure to return items could result in forfeiture of rental privileges in the future. Handle equipment with care. Equipment that is returned dirty or unclean is subject to a cleaning fee
- If you have a question regarding this form call (904) 542-3227.