



COMMAND EVENT EQUIPMENT REQUEST FORM

CONTACT INFORMATION

Name of Command:	Command POC:
POC Cell (Local):	Work Phone:
POC Email:	
Secondary POC:	Cell (Local):
Email:	Work Phone:

EVENT INFORMATION

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

EQUIPMENT REQUESTING – Equipment is subject to availability and is available on a first come first serve basis.

Please check the corresponding box below for the command event size, circle your selection and indicate the quantity of items you are requesting.

ITEM	0-75 People <input type="checkbox"/>	76-150 People <input type="checkbox"/>	151+ People <input type="checkbox"/>
Tables (6 foot or 8 foot)			
Chairs (White Ceremonial or Metal)			
Grills (Large or small)			
Coolers			
Lawn Games (Cornhole, Tug-a-War, Giant Jenga, Horseshoe, or Ladder Ball)			
Canopies			
Sound System (Large or small)			

EQUIPMENT AVAILABLE AT NO COST – Maximum amount of equipment available at no cost, based on the number of people attending the event. Any additional equipment must be paid for upon reservation.

ITEM	0-75 People	76-150 People	151+ People
Tables – 6 foot or 8 ft	8	20	40
Chairs – White Ceremonial or Metal	75	150	200
Grills – Charcoal-6 foot or 4 foot	1	2	2
Coolers – 120+ qt	2	4	6
Lawn Games -Cornhole, Tug-a-War, Giant Jenga, Horseshoe, or Ladder Ball	1	2	4
Canopies – 10x10	1	2	4
Sound System - Large or Small	1	1	1

ADDITIONAL EQUIPMENT OPTIONS AVAILABLE WITH PAYMENT

Item	Qty.	Day	Weekend	Week
Bounce House 13x13		\$50	\$65	\$150
Cooler		\$5	\$8	\$15
Cornhole Set		\$10	\$15	\$30
Grill (Large)		\$20	\$30	\$60
Grill (Small)		\$15	\$23	\$45

Item	Qty.	Day	Weekend	Week
Table 6'		\$4	\$6	\$12
Table 8'		\$5	\$8	\$15
Table 5' Round		\$5	\$8	\$15
Projector		\$5	\$30	\$60
Projection Screen		\$5	\$8	\$15

RULES & REGULATIONS

Please initial where indicated.

- This form must be signed by an E7 or above acknowledging that the event is in fact a recreational command function that meets the requirements listed below: _____
- **The MWR Community Recreation equipment listed on 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. This also includes cultural events, recognitions, observances, and celebrations.:** _____
- The equipment is available for use aboard NAS Sigonella NAS 1 or NAS 2 only and subject to availability. Reservations may be made up to 30 days in advance: _____
- Commands must arrange for transportation and provide a working party to pick up equipment from the MWR location (Monday-Friday, 9:30am-5:30pm) and return it to the designated MWR location according to the date provided on the rental agreement: _____
- 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: _____
- Complete and return this form to the Community Recreation Office located in Bldg. 175 or email a signed copy to mwr-itt-support@us.navy.mil. If you have questions regarding this form please call the Community Recreation Manager at 624-4488 or the Community Recreation front desk at 624-4777.

COMMAND APPROVAL – This form must be signed by a Command Representative, E7 or above, acknowledging that this event meets the requirements as listed above.

Name of Authorized Command Representative (PLEASE PRINT)	Signature of Authorized Command Representative	Date

MWR APPROVAL – This Request is not valid until approved by an authorized MWR Representative.

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