

# Joint Base Anacostia-Bolling Outdoor Recreation

## Squadron Official Function Equipment Loan Request Form



Application Date \_\_\_\_\_

Memorandum for 11FSS/ Outdoor Recreation

From: \_\_\_\_\_

Subject: Equipment Loan Issue (Official Function) Request

**Requirements:** Squadrons **must be assigned to Joint Base Anacostia-Bolling** to utilize the free Squadron equipment Loan Form for Official Functions. Equipment loan is **ONLY** authorized for official squadron functions during normal business hours.

**Private Organization is not authorized to loan the equipment. Retirement, office functions, birthday parties etc. are not considered an official squadron function, therefore not authorized the use of the Squadron Picnic Kit.**

**Authorized Function:** Approved Squadron Picnics, Change of Command, and Official Squadron morale events. All must be during official business hours. First come basis. **Only one set is available per 24 hour Period.**

**Responsibilities:** Squadrons are responsible for loading and unloading equipment. Outdoor Recreation staff will verify accuracy and condition of equipment upon pick-up and return. Squadrons are responsible to ensure equipment is returned clean, as outlined on the equipment checklist located on the receipt. The reservation cannot be made until the requesting squadron returned this form to Outdoor Recreation and a receipt of Reservation is created.

**Late Returns:** Loan equipment form is based upon a 24 hour period. Failure to return upon the scheduled time/date will result in a late fee calculated on normal fee at 1(x) times the daily rate, per loan item per day item(s) are returned late.

**Dirty Equipment:** Items not returned clean will be assessed a cleaning charge (\$25.00/ \$75.00 per item).

**Damaged/Broken/Lost Equipment:** Damages of equipment issued above normal wear and tear will be the responsibility of the using organization to replace with a like item.

**Cancellation Policy:** Outdoor Recreation retains the right to cancel a reservation due to inclement weather, which may cause damage to the outdoor equipment.

**Usage:** Squadrons are authorized the use of the Picnic Kit **ONCE** per Calendar year; January thru December during normal business hours of operations (Monday—Friday 0900-1700). **All weekend events (except for Reserve Unit authorized during Drill Weekend) are not approved for Squadron Loan Equipment and fee will be assessed.** The Reservation will be entered into the Reservation System under the requesting squadron, with the below information as the POC who will assume responsibility of all equipment loaned out to support the event.

Squadron Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Duty Status: \_\_\_\_\_

POC # 1: \_\_\_\_\_

POC # 2: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date and Time of pick-up (Monday-Friday) 0900-1700): \_\_\_\_\_

Date and Time of return (Monday-Friday 0900-1700): \_\_\_\_\_

**You may reserve squadron loan equipment no more than 60 days out.**

**Loan items :**

**Note(s)**

Section1:

- 1 easy up tent 10x10 or 10x15
- 1 water cooler, (5gl)
- 1 ice chest 70, 100 or 150 qt
- 1 pavilion (if available)
- 1 grill (limited quantities) **\$40.00 cleaning fee applies to all grill requests.**

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**Only 1 item allowed from section 2 and 3.**

Section 2: 1 Snow Cone Machine or Pop Corn Machine or Cotton Candy machine **\$20.00 cleaning fee applies to all machine requests.**

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Section3:1 Volleyball, Football, Basketball, Soccer ball, Kick ball, Horse shoes, Tug of war, Giant Jenga, 4-in-a-row, Corn Hole or Ladder golf.  
**(Please use note section to list your requested items)**

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I understand that rental fees will be incurred if above equipment is not returned **within the one day (24 hr) loan period.** A \$25.00 cleaning fee will be incurred for each item that is returned dirty. Items that sustain any damage or loss will be replaced with a like item.

I certify that this request is in support of an official military function. I have read and understand the aforementioned requirements. I understand the Squadron are authorized the use this program **ONCE** per calendar year January to December. The use of the program will be kept on file at Outdoor Recreation.

***11th FSS Outdoor Recreation requires a formal letter of request to be sent to 11FSS.JBAB.ODRMARINA@us.af.mil with specific facts regarding the event/function, including the date and time, and must be signed by the Commander or their designee to receive approval. You can expect a reply to your inquiry within five working days.***

\_\_\_\_\_  
Print Name, Rank

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Approving Officials Signature

\_\_\_\_\_  
DATE