

# TAIYO COMMUNITY CENTER

## Official Functions Chair Request Form

Community Center Contact Information: Taiyo: 225-6955 or Yujo: 225-7713  
Contact Email: taiyo.community.center@gmail.com or yujo.community.center@gmail.com

### Taiyo Community Center Chair Issue Policies & Agreement:

\_\_\_\_\_ 1. All chairs MUST be checked out and returned in the same condition as it was issued. (i.e. serviceable, clean, and free of any labels or tags).

\_\_\_\_\_ 2. The undersigned is responsible for loss or damage to equipment as a result of abuse, neglect or even theft. Under no circumstances should any items be left out in the weather unprotected.

\_\_\_\_\_ 3. I (POC) will ensure that we have enough People and Vehicles to support movement of chairs. The requester is responsible for moving chairs to and from to its original position. The loaner chairs are located at 374 FSS Logistics, Bldg 4084. Upon approval of chair loaner request, coordination must be coordinated by calling 225-8540.

\_\_\_\_\_ 4. I (POC) understand that chairs need to be stacked correctly for safety reasons and will ensure that people who will be handling chairs know that also. Please stack chairs **8 chairs** per stack.

\_\_\_\_\_ 5. I (POC) understand that coordination for pick-up and return of chairs must be accomplished between the hours of **900 hrs and 1500 hrs Monday through Friday**. When there is a rain in the forecast please ensure plans are made to protect the chairs. Please schedule pick-up and return times of chairs directly with the FSS Logistic team at 225-8540. All requests for chair loaners must be requested a minimum of 24 hours in advance of the requested pick-up date and time, no weekend requests will be accepted.

\*Number of Chairs Requested:

Pickup Date:

Dropoff Date:

Pickup Time:

Dropoff Time:



Print Name (POC):

Rank:

ORG:

Duty Phone:

Home/Cell Phone:

Requester, POC Signature:

Date Signed:

Signature of approving: