



**APPROVAL PROCESS:**

- 1) Submit this form electronically via email to [NASFWrentals@gmail.com](mailto:NASFWrentals@gmail.com).
- 2) An MWR Representative will verify availability of equipment. If all requested items are not available, the MWR Representative will notify the Command POC.
- 3) Once the request is approved, a confirmation email will be sent from the MWR Representative to the Command POC.

**COMMUNITY RECREATION EQUIPMENT POLICIES:**

Item	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	2	2	4

- 1) The requested equipment is for use ONLY on board NAS Fort Worth JRB.
- 2) Equipment is available on a first come, first served basis. MWR Special Events will take priority. Equipment is not reserved until the reservation request has been approved by the MWR Representative.
- 3) 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 event. Only eligible commands, those who have Unit Allocation Funds associated with NAS Fort Worth JRB, may use this equipment FREE of charge.
- 4) Commands must provide transportation and labor to pick up and return equipment from the MWR Community Recreation Building 3328 / 3326.
- 5) Commands are responsible for repair or replacement charges for damages and/or losses resulting from negligent use. Additionally, equipment that is returned dirty or unclean is subject to a minimum \$50 cleaning fee.
- 6) Dunk tank and large grills are towable items that require a 2" receiver ball. Towing vehicles must be rated to haul at least 1500 pounds and must be considered to be in safe towing condition by an MWR staff member.
- 7) Please follow all instruction sheets provided with equipment to ensure proper use and storage.
- 8) Equipment will be scheduled for pick up or drop off during Community Recreation normal business hours. If equipment is kept after business hours, commands are responsible for safely securing it until the next business day.

**ADDITIONAL INFORMATION:**

1. Charcoal / Propane is not included with BBQ grill.
2. Latest time for equipment pick-up or drop-off is one (1) hour prior to facility closure.

**I acknowledge that this event is an approved command function and I have read and understand the above Approval Process and Equipment Policies:**

\_\_\_\_\_  
Signature of Command Representative (E7 or Above)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Request

**APPROVAL:**

**The above request is approved as noted on the reverse of this sheet.**

\_\_\_\_\_  
Signature of Community Rec Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Approval

**TO BE FILLED OUT BY EQUIPMENT COORDINATOR:**

\_\_\_\_\_  
Scheduled Pick Up Date and Time

\_\_\_\_\_  
Scheduled Drop Off Date and Time

**RETURN:**

**All equipment was returned in good condition except as noted below:**

\_\_\_\_\_  
Community Rec Rep Sign and Print

\_\_\_\_\_  
Command Rep Sign and Print

\_\_\_\_\_  
Date of Return

**COMMENTS:**