

# Joint Base Andrews Outdoor Recreation

Squadron Official Function Equipment Loan Request Form  
Bldg 1235 Menoher Drive, MD 20762



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

## Memorandum for 316 FSS/FSWO/Outdoor Recreation

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

Subject: Equipment Loan Issue (Official Function) Request

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

**A 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. The equipment is on a 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 the 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 returns this form to Outdoor Recreation and a receipt of Reservation is created.

**Late Returns:** The 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 the 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 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 1000-1530). **All weekend events (except for Reserve Unit authorized during Drill Weekend) are not approved for Squadron Loan Equipment and fees 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 for 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 1000-1530): \_\_\_\_\_

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

**Item(s)**

**Note(s)**

**Coolers:** (choose up to 3 from the list)  
70QT, 100 QT, or 150QT

\_\_\_\_\_

**Water Jugs:** (choose 1)  
5 Gal or 10 Gal

\_\_\_\_\_

6 Ft Table (6 count)  
Folding Metal Chairs (36 count)  
Canopy Tent 10 X 20 (3 count)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sport Kit:** (choose 1 from the category)

1. Football, Soccer ball, or Horseshoe Set
2. Flag Football Set, Dodgeball Set, or Kickball Set

\_\_\_\_\_

\_\_\_\_\_

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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 is authorized to use this program **ONCE** per calendar year January to December. The use of the program will be kept on file at Outdoor Recreation.

*Approving Officials Credentials (Must be Squadron First Shirt or Commander)*

\_\_\_\_\_

Print Name, Rank

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Approving Officials Signature

\_\_\_\_\_

DATE