

TO SUPPORT AN OFFICIAL FUNCTION

COMPLETE AND RETURN TO 30 FSS/OUTDOOR RECREATION: BLDG. 10250 (805) 606-5908

Requesting Squadron: _____

P.O.C. _____ Phone: _____

Purpose of Function: _____

Date: _____ Location: _____

Pick Up DATE: _____ TIME: _____ (M-F 0900-1600 hrs.)

Return DATE: _____ TIME: _____ (M-F 0900-1600 hrs.)

This request is for OFFICIAL FUNCTIONS ONLY. Fundraising events do NOT qualify. Items are to remain on base and NOT permitted in base housing. Item quantity CANNOT be guaranteed.

Squadron Commander (Print or Stamp): _____

Commander's Signature: _____ Date: _____

Staff Signature/ODR Manager: _____ Date: _____

ITEMS	QUANTITY	# Request.	(STAFF USE ONLY)	
			# OUT	# IN
Rockwall (Training Required, see back of form)	1			
Human Foosball + 2 Blowers (15ftx30ft)	1			
Bounce Castle + 1 Blower (15ftx15ftx10ft)	1			
Obstacle Course + 2 Blowers (2 pieces x (15ft x 30ft))	1			
Water Jug	5			
165 Qt. Cooler	12			
BBQ Grill 36x24 (Portable)	2			
BBQ Grill (Towable)	2			
EZ Up Canopy (10x20)	2			
EZ Up Canopy (10x10)	4			
APF Trailer	1			
Frisbee	3			
Basketball / Football / Soccerball	B: 4 / F: 2 /S: 3			
Bubble Soccer + Pump Needed (Turf Play Only)	6			
Volleyball Set (Net + Volleyball)	1			
Horseshoe Set (2 stake & 8 horseshoes)	1			
Bocce Ball Set	1			
Softball Set	2			
Cornhole Game	4			
Tug of War Rope	2			
Crowd Control Post	6			
Generator (8500 Watts)	1			
Wireless Personal Address System (50 Watts)	1			
Paintball Equipment (2 week notice required)	20			
Surfboards	5			

Additional Items/Notes:

POC SIGN OUT(initial): _____ SIGN IN: _____ Staff SIGN OUT : _____ SIGN IN: _____

TABLE AND CHAIR REQUEST FORM FOR OFFICIAL FUNCTIONS

ITEMS	QUANTITY	# REQUESTED	# OUT	# IN	# MISSING
TABLES			(STAFF USE ONLY)		
ROUND	10				
8FT	45				
6FT	45				
CHAIRS					
METAL	390				
PADDED	190				

PICKUP DATE (M-F): _____ TIME (0900-1600): _____

RETURN DATE (M-F): _____ TIME (0900-1600): _____

***DUE TO LIMITED AVAILABILITY OF STAFFING, DATE(S) AND TIME(S) ARE CRITICAL.**

STAFF HELP TO LOAD AND UNLOAD CANNOT BE GUARANTEED, PLEASE PLAN ACCORDINGLY.

IF UNABLE TO MEET THIS TIME SLOT, PLEASE CALL OUTDOOR RECREATION 24HRS IN

ADVANCE TO RESCHEDULE PICK-UP AND RETURNS OF ITEMS.

**ROCKWALL TRAINING INFORMATION:
ROCKWALL TRAINING MUST BE COMPLETED BEFORE USE**

IF TRAINING IS NEEDED, PLEASE CONTACT OUR OFFICE TO SCHEDULE YOUR TRAINING AT LEAST TWO WEEKS IN ADVANCE.

(3-4 People must have completed training before pickup is allowed)

Squadron: _____ Training Date: _____

- 1) _____ Needs Training [] / Trained []
- 2) _____ Needs Training [] / Trained []
- 3) _____ Needs Training [] / Trained []
- 4) _____ Needs Training [] / Trained []