



Policy and Request Letter for Free Issue Equipment and Supplies *Outdoor Recreation*

FREE ISSUE POLICY

The following policy pertaining to *“Free Issue” of Outdoor Recreation Equipment* is as follows:

- Free issue tables and chairs are for official functions only including Commander’s calls, promotion ceremonies, retirements, and change of commands.
- Equipment *Use by Private Organizations and Other Groups*.
- Private organizations, such as the Boy and Girl Scouts and morale activity groups, pay the standard fees for any equipment items they use. APF and NAF equipment can not be loaned or rented free of charge to private organizations or other groups.
- *Units or squadrons requesting free equipment cannot charge attendees any fees to attend the event. Any NAF equipment requested for use will be charged at the daily fee schedule.*

EQUIPMENT AVAILABLE

Type of Event: _____

Location of Event: _____

Time of Event: _____

Pick-up Date: _____

Return Date: _____

- FOLDING CHAIRS _____ QTY
- 6’ ALUMINUM TABLES _____ QTY
- 8’ ALUMINUM TABLES _____ QTY

Tables and chairs are issued on a first come, first serve basis. Equipment not returned on time will be subject to regular fees and charges. Damages and/or loss of equipment issued, above normal wear and tear, will be the responsibility of the using organization. *Items not returned clean will be assessed a cleaning charge.*

Customers with equipment reservations that occur when Outdoor Recreation is closed will need to come into Outdoor Recreation during our duty hours to sign-out the equipment. Equipment may be signed out 24 hours prior and must be returned the next duty day. Exceptions on the 24 hour rule: for a Saturday or Sunday reservation the equipment must be signed out on the duty day prior to the weekend and returned the next duty day.

Requesting Unit/Military Organization	Date
POC Name	POC Rank
POC Address	
POC Home Phone	POC Duty Phone
POC E-mail	
Squadron Commander Print Name	
Squadron Commander Signature	Date
ODR Manager Signature	Date

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