



HOLLOMAN AFB OUTDOOR RECREATION EQUIPMENT LOAN REQUEST- OFFICIAL FUNCTIONS

OVERVIEW: Outdoor Recreation equipment loan items may be issued to units for use during official military functions. Outdoor Recreation loan items are purchased, tracked, and disposed of through APF channels. The approved Outdoor Recreation loan items and quantities are listed below. These items are available at a first-come-first-served basis upon approval by the Outdoor Recreation Director. **Units are responsible for providing voluntary support for checking out/in, transporting, cleaning, and restocking all loaned items.** All loan items must be checked out/in during Outdoor Recreation Operating Hours. Fees will apply for any support requested/required of Outdoor Recreation Non-Appropriated Fund staff. **REFERENCE:** DAFI 34-101

It is understood that the following applies to our use of free issue equipment:

- The free issue equipment is loaned out for one day only and must be returned in accordance with regular rental return timelines.
- Outdoor Recreation personnel will not be expected to load or unload equipment.
- The requesting unit is responsible for coordinating vehicles to transport. FSS vehicles cannot be used, and items are not delivered.
- If a unit, or one of their volunteers, has a vehicle capable of towing, a trailer can be reserved at the regular rental rate.
- Equipment not returned on time will be subject to regular fees and/or late charge.
- Damages and/or loss of equipment will be subject to regular fees and/or late charges.

OFFICIAL MILITARY FUNCTION TYPE:

- | | |
|--|---|
| <input type="checkbox"/> Commanders Call | <input type="checkbox"/> Wing-Wide Promotion/Retirement |
| <input type="checkbox"/> Change of Command | <input type="checkbox"/> Wing-Wide Memorial Service |
| <input type="checkbox"/> Mandatory Trainings (i.e. SAPR) | <input type="checkbox"/> Other: _____ |

FUNCTION INFORMATION:

NAME OF FUNCTION: _____

DATE OF FUNCTION: _____ TIME OF FUNCTION: _____

REQUESTING UNIT/ORGANIZATION: _____

LOCATION OF FUNCTION: _____

POC INFORMATION:

NAME OF POC: _____ RANK/GRADE: _____

EMAIL: _____ DUTY PHONE: _____

REQUESTED LOAN ITEMS:

The following items are subject to availability at a first-come, first-served basis. Please be aware of the maximum quantity permitted to be loaned. Additional quantities may be available at a rental fee.

An invoice will be issued by the Outdoor Recreation Director for any additional ODR Personnel Support Fees and/or additional rental items. Please note that ODR Personnel support fees do not apply to rental items. Invoice must be paid in full at the time of reservation.

LOAN ITEM	REQUESTED QUANTITY	ODR PERSONNEL SUPPORT REQUIRED (YES/NO)	ODR PERSONNEL SUPPORT FEE (IF APPLICABLE)	NOTES
Folding Chairs Max. loan quantity- 240			\$0.25 per chair	Additional folding chairs available to rent at a rate of \$0.75 per chair
8ft Folding Tables Max. loan quantity- 40			\$1.00 per table	Additional tables available to rent at a rate of \$5 per table.
Coolers Max. loan quantity- 5			\$1.00 per cooler	White Rubbermaid 100qt coolers
Large Grill Max. loan quantity- 1			\$20	Choice of charcoal or propane, customers are responsible for providing their own propane. All grills are towable and require a 2" ball.
Corn Hole Set Max. loan quantity - 1			\$5	
Croquet Set Max. loan quantity - 1			\$5	
Tug of War Rope Max. loan quantity - 1			\$1	
Sports Kit Max. loan quantity- 1			\$5	Includes 1 horseshoe set, 1 set 7v7 flags (flag football), 1 frisbee, 2 right hand softball gloves, 1 left hand softball glove, 1 softball, 1 kickball, 1 basketball, 2 footballs, 2 soccer balls, 2 volleyballs, 8 cones, 1 air pump.

POC SIGNATURE: _____ **DATE:** _____

FOR OUTDOOR RECREATION STAFF USE ONLY

OFFICIAL ACTION ON REQUEST: Approved Disapproved *(if disapproved, give reason)*

DATE: _____

REASON FOR DISAPPROVAL: _____

ODR DIRECTOR SIGNATURE _____