



Official Function Unit Loan Equipment

The following items are available for unit loan for official functions:

100 white lightweight chairs

80 blue chairs with pads

8 wooden fold-up tables

4 black 10'x10' canopies

Outdoor Recreation "Kit"

1 double propane grill (propane is not included)

Pickle-ball kits

Soft Ball Kit

Bullhorn

Coolers

Unit loan reservations may be made by emailing 94fssodr@gmail.com.

In most instances equipment issue and turn in will be coordinated with FSS Sustainment services Airmen.

Units may request loan items 2x per calendar year

Non-Appropriated Fund (NAF) equipment is not available for unit loan.

- **NAF equipment may be rented at ½ price for official unit events on UTA weekends.**
- **NAF equipment may not be rented at a discounted price on holidays or non-UTA weekends.**
- **NAF Labor used for loan issue, set-up, cleaning or tear down will incur a fee.**



Official Function/Unit Loan

The below Appropriated Fund items are available for Official Function/Unit Loan and will be provided to organization up two times per year, free of charge. Eligible events included organizational picnics, commanders' calls and wingman days. **Events that are not authorized are: promotion parties, retirement ceremonies and going away parties.** Rental fees will be applied in those uses. Pavilion fees may be waived but the Unit is responsible for cleaning the area. Failure to clean the area will result in the Unit being charged for a cleaning fee. Unit is responsible to pick up and return items. Delivery available on base for a \$50 Fee. Non-Appropriated fund items are available to rent for half price of the daily rate during drill/UTA weekends. Weekend or Holiday Weekends NAF equipment must be paid for at the regular published price.

Item	Inventory	Quantity Requested	ITEM	Inventory	Quantity Requested
TABLES	10		Bullhorn	2	
CHAIRS	250		SOCCER BALL	4	
Propane Grill (propane not supplied)	1		FOOTBALL	3	
10 x 10 CANPOY	4		Dodgeball Kit	4	
COOLER	2		TUG-O-WAR ROPE	2	
BEVERAGE JUG	4		Pickleball Sets	2	
			Softball Kit Pick at the Gym	2	

*All items listed above are on a first come first serve basis and does not guarantee equipment availability.

Organization Name: _____

POC and Phone Number: _____

***POC must be present for pick up and when items are returned**

Email Address: _____

Type of Event: _____

I _____ certify that this event is an actual official squadron, wing, group or base function. Organizations must submit the above list quantities marked for each item needed. Items will be provided based on availability and must be picked up and returned by the requesting organization (POC) to Outdoor Recreation Building 558. Request must be received no less than 3 business days prior to the pickup date. Written proof of requested items or reservation is required at time of pick up. Late returners will be charged late fees for how many days they are late.

Signature of Commander _____.

Pickup Date: _____ Return Date: _____ Time: _____

Approved by: _____ Date Approved: _____