

CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS

SUBJ: MWR COMMUNITY RECREATION EQUIPMENT PROVIDED FOR
RECREATIONAL COMMAND FUNCTIONS

Ref: (a) DODINST 1015.10
(b) DODINST 1015.15
(c) CNICINST 1710.3
(d) MWR Community Recreation Program Standards

Encl: (1) Equipment Request Form for Command Functions

1. Purpose. To establish policy and procedures for provision of command support through Morale, Welfare and Recreation (MWR) recreational equipment at no cost. This authorized support is in unison with the MWR mission and enhances unit cohesion and esprit de corps.
2. Applicability. To all Region, Installation, and Tenant Commands and any U.S. Forces Afloat and Ashore for Navy Installations.
3. Policy and Scope. Establish guidelines for MWR to provide equipment at no cost to support Command Functions per reference (b and c). The event or function must promote command quality of life and benefit the entire crew or command element. These functions may include but are not limited to: all hands command parties and picnics. MWR equipment, provided at no cost, will not be used or involved in collecting and raising funds, for accepting funds, or donations.
4. No Cost Equipment for Command Functions Procedure. When a command wishes to request equipment at no cost for a command and unit quality of life or recreational function, the Command Representative (must be E7 or above) is required to endorse the event by signing enclosure (1) prior to submission by the command's designated primary or alternate Point of Contact (POC). Upon review and approval of MWR Community Recreation the equipment will be reserved.
 - a. No more than four (4) times per year for free use.
 - b. All equipment is first-come, first-served and subject to availability.
 - c. Equipment reservations can be made up to 30-days in advance of the event but no later than 10 days before the event. Installations will establish separate guidelines for reservation timelines for visiting ships and squadrons.
 - d. Equipment provided at no cost may be picked up 72-hours prior to scheduled pickup date at the designated location. If a pickup time outside of the designated 72-hour window is required, MWR installations will address on a case by case basis.
 - e. Cleaning, repair, replacement, labor, and setup fees will apply as per installation guidelines.

CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS

5. Rental Equipment. Equipment required for command events beyond the scope of this policy may be available at the normal rental rates through MWR Community Recreation rentals.
6. Non-Available Items. MWR is not authorized to purchase or rent items from other sources for the sole purpose of supporting command functions beyond MWR's current equipment availability.
7. Events Hosted at Facilities. Events hosted at MWR Facilities. For Command events hosted at MWR Facilities or operations, commands will follow the applicable reservation guidelines and gear issuance policy per reference (c).
8. Authorized Equipment and Quantities. Equipment choices are limited to items specified in enclosure (1). These designated items may be recapitalized via CNIC Grant Program upon funding availability.
 - a. 0-75 People
 - (1) Tables: 8
 - (2) Chairs: 75
 - (3) Grills: 1
 - (4) Canopies: 1
 - (5) Coolers: 2
 - (6) Sound System: 1
 - (7) Lawn Games/Sports Pack: Choice of 2 items
 - b. 76-150 People
 - (1) Tables: 20
 - (2) Chairs: 150
 - (3) Grills: 2
 - (4) Canopies: 2
 - (5) Coolers: 4
 - (6) Sound System: 1
 - (7) Lawn Games/Sports Pack: Choice of 2 items
 - c. 151+ People
 - (1) Tables: 40
 - (2) Chairs: 200
 - (3) Grills: 2
 - (4) Canopies: 4
 - (5) Coolers: 6
 - (6) Sound System: 1
 - (7) Lawn Games/Sports Pack: Choice of 4 items
 - d. For larger command events, installation MWR will address on a case by case basis.
 - e. For command events requiring equipment quantities outside of the above prescribed authorizations, installation MWR will address command request for equipment on a case by case basis.
9. Action. Commands must adhere to this standard operating procedure in order to utilize MWR Community Recreation Equipment for Command Functions at no cost.
 - a. Command/Unit Responsibilities:
 - (1) Submits completed and signed enclosure (1) to MWR Community Recreation.
 - (2) Arranges transportation and support for equipment pick-up, clean up and return during designated times.

CNIC SOP MWR COMMUNITY RECREATION SUPPORT FOR COMMAND FUNCTIONS

- (3) Returns equipment in same condition as it was issued.
- (4) Reimburses MWR for cleaning, repair or replacement of damaged equipment caused while in commands possession (other than normal wear and tear).
- (5) Reimburses MWR for pick-up and returns outside of agreed upon or normal business hours.

b. MWR Community Recreation Responsibilities:

- (1) Notifies command of availability and approval of equipment.
- (2) Designates place and times for equipment pick-up and return.
- (3) Issues necessary directions for proper and safe usage upon pick-up.
- (4) Inspects equipment with command representative upon pick-up and return.

10. Customer Feedback and Utilization. Customer comments and program utilization provide the MWR Community Recreation Program with valuable input and customer perspective. Each facility will provide comment cards to customers for completion while equipment is being returned and inspected. Each facility will capture usage for all free equipment provided to commands.

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LISA R. SEXAUER
Director, Fleet Readiness

Distribution:
FF4A, N92

EQUIPMENT REQUEST FORM FOR RECREATIONAL AND SOCIAL COMMAND FUNCTIONS

Complete and return form to Community Recreation Division or email it to: _____

CONTACT INFORMATION

COMMAND:	COMMAND SIZE:
COMMAND POC:	POC RANK:
POC EMAIL:	POC CELL:
SECONDARY POC (MANDATORY):	
POC RANK:	POC EMAIL:
POC CELL:	

RECREATIONAL AND SOCIAL COMMAND FUNCTION INFORMATION

REQUEST DATE:	FUNCTION DATE:
EVENT LOCATION:	EXPECTED ATTENDANCE:
DESIRED PICK-UP DATE:	RETURN DATE:

EQUIPMENT REQUEST INFORMATION

Please mark equipment requested. Quantities issued at no cost are pre-determined based on event size.

CANOPIES (Easy Ups)	GRILLS	COOLERS
10' X 10'	BBQ Propane	100 Qt. Ice Chest
Other Canopies	BBQ Charcoal	50 Qt. Ice Chest
TABLES AND CHAIRS	GAMES & EQUIPMENT	CONDITION OF EQUIPMENT (NOTE ANY DEFICIENCIES):
Tables Rectangular 6'	Horse Shoes	
Tables Rectangular 8'	Corn Hole or Bag Toss	
Other Table	Ladder Ball	
Chairs	Bocce Ball	
	Tug-o-war rope	
	Sound System	

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. _____ Initial

User agrees with the condition of the equipment being issued as noted above. _____ Initial

Name of issuing agent for MWR

Signature of issuing agent for MWR

Date

I acknowledge that this event is an approved recreational and social command function and accept the equipment with the below conditions:

- Equipment is subject to availability on a first come, first served basis.
- Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising of funds, or donation of funds for this event or future events.
- Commands must arrange transportation to pick-up and return equipment to/from MWR at the designated times.
- Command are financially responsible for cleaning, repair or replacement of damaged equipment caused while in Commands possession, deemed beyond normal wear and tear.
- Additional equipment and gear may be rented at standard fees using standard payment processes.
- Requesting Command and MWR Community Recreation approval is required.
- Equipment reservations can be made up to 30 days in advance of the event. Reservations made less than that cannot be guaranteed. All equipment is first-come, first-served and subject to availability.
- Due to the supply and demand of outdoor equipment rentals, Commands may only rent no cost equipment 4 times a year. Installations can establish separate guidelines for amount of time equipment may be rented at no cost to the Commands.

Name of Command Representative (E7 Above)

Signature of Command Representative (E7 Above)

Date