



**DEPARTMENT OF THE AIR FORCE  
375TH FORCE SUPPORT SQUADRON (AMC)  
SCOTT AIR FORCE BASE ILLINOIS 62225-5035**

375th Force Support Squadron, Outdoor Recreation | 256-2067

**Organizational Equipment Loan Request Form**  
Email completed and signed form to: safb.ODRunitrequests@gmail.com

**Submission Instructions**

- Outdoor Recreation requires at least 48 business hours' notice for Organizational Picnic Kit loans.
- Reservations must be made within 30 days of the pick-up date, and the request must be digitally signed by your Unit Commander (or equivalent) before submission.
- After your request is processed, Outdoor Recreation will contact you to schedule pick-up and return appointments.

Unit Name: \_\_\_\_\_ Requested Pick Up/ Return Dates: \_\_\_\_\_ Event Date: \_\_\_\_\_

Appointment Times MUST be between 0815 and 1500.

Pick-Up Time Requested: \_\_\_\_\_ Return Time Requested: \_\_\_\_\_

Our unit requests the following items (**put quantity next to each item requested**):

- \_\_\_ X-Large Gas Grill - propane not provided \* **Utensils not provided for any of the grills** \*
- \_\_\_ Charcoal Grill - charcoal not provided \*
- \_\_\_ Large Gas Grill - propane not provided \*
- \_\_\_ Picnic Coolers
- \_\_\_ Water Jugs
- \_\_\_ Folding Tables \_\_\_ 6 ft or \_\_\_ 8ft
- \_\_\_ Folding Chairs
- \_\_\_ Ceremony Chairs
- \_\_\_ Softball Kit (includes 4 bats, 3 balls, 9 right handed gloves, 1 left handed glove, 3 bases, home plate, catcher's equipment)
- \_\_\_ Horseshoe Set
- \_\_\_ Sports Ball Set (includes 6 of your choice of: basketball, volleyball, football, soccer ball, kickball)
- \_\_\_ Tug of War Rope
- \_\_\_ Canopy (10x10 EZ Up)
- \_\_\_ 96 gal Trash Can w/wheels
- \_\_\_ 20 gal Trash Can w/ lid

By signing below, I acknowledge that:

Picnic kits are provided at no cost to support esprit de corps. I certify the items will not be used by a Private Organization or Special Interest Group (per DAFI 34-110, 19.26.1) and will not be used to generate funds. I understand that all equipment must be returned clean, disinfected, dry, and serviceable. The POC is responsible for ensuring items meet turn-in standards. Late fees apply at the daily loan/rental rate, and a minimum \$25 cleaning fee per item may be charged if standards are not met. Units are only allowed 2 Organizational Equipment Loans per calendar year.

Point of Contact Name: \_\_\_\_\_ POC Phone: \_\_\_\_\_ POC Email: \_\_\_\_\_

\_\_\_\_\_  
Point of Contact Signature Date

\_\_\_\_\_  
Unit Commander Signature Unit Commander Phone: \_\_\_\_\_ Unit Commander Email: \_\_\_\_\_