



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

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

Must type and have the form digitally signed by your Unit Commander before sending information. Reservations must be made 30 days or less prior to the date of in-person pick-up.

Completed form must be emailed to safb.ODRunitrequests@gmail.com. Contact Outdoor Recreation to set up a reservation and appointments (pick-up/return) after email is sent/received by Staff. It is the POC's responsibility to make sure ALL equipment is DISINFECTED and DRY before returning to the ODR facility.

Organizational Equipment Loan Request Form

I request that a picnic kit be reserved/issued for the following unit _____ and will be used for the following event _____ on this date _____. Picnic kits are authorized at no cost when used to support esprit de corps. I certify that these items are not for use by a Private Organization or Special Interest Groups DAFI 34-110 19.26.1, (i.e. a morale team, booster club, or private organization). These free issue items will not be used to generate funds or revenue for official or unofficial activities. Outdoor Recreation requires a minimum 48 business hour notice for all Organizational Picnic kit loans.

The following items are required to be issued at no cost:

- _____ | _____ 5ft propane grill (towable) _____ 6ft propane grill (towable) _____ 8ft propane grill (towable)
_____ | _____ 4ft propane grill (non-towable) _____ 4.5ft propane griddle
_____ | _____ charcoal grill (towable)
_____ | _____ picnic coolers _____ or water jugs _____
_____ | _____ folding tables 6ft _____ or 8ft _____
_____ | _____ folding chairs
_____ | _____ ceremony chairs
_____ | _____ softball kit (4 bats / 3 balls / 9 right handed gloves / 1 left / 3 bases / home plate / catcher's equip)
_____ | _____ horseshoe set
_____ | _____ sports ball set (select 6 of the following: basketballs, volleyballs, footballs, soccer balls, kickballs)
_____ | _____ tug of war rope
_____ | _____ canopy 10 x 10 (EZ Up)
_____ | _____ trash cans _____ 96 gal w/ wheels or _____ 20 gal w/ lid

* Trailer needed for equipment
Equipment transport in/on trailer

The kits may be picked up on _____ after 0815, the day of the event and will be returned _____ by 1200 on MONDAY (or 1200 on TUESDAY if MONDAY is a FEDERAL HOLIDAY), by 1600 on the day of return TUESDAY-FRIDAY. It will be returned the day after the event or a late fee of the regular rental charge will be applied). Appointments required for pickup/return.

I understand that items will not be accepted until they meet turn-in conditions of cleanliness and serviceability. It is the POC's responsibility to make sure ALL equipment is DISINFECTED and DRY before being checked back into the ODR facility. Late fees vary per item but equal the loan or rental fee per day for that item. A minimum cleaning fee of \$25 per item may be assessed when items do not meet the standard.

Point of Contact Name _____ Phone _____ Email _____
Unit Commander Signature _____ Unit Commander Phone _____ Unit Command Email _____