



## Squadron Loan Program – Picnic Kit Request

Squadron \_\_\_\_\_ Wing/Organization \_\_\_\_\_

POC \_\_\_\_\_ Phone (Work/Cell) \_\_\_\_\_

Requested Date of Pickup (MM/DD/YYYY) \_\_\_\_\_

Requested Date of Return (MM/DD/YYYY) \_\_\_\_\_

\_\_\_\_\_  
First Sergeant or Commander

\_\_\_\_\_  
Signature/Date

APPROVED/DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Signature of ODR Director/Date

Thank you for supporting the Outdoor Recreation Squadron Loan Program. This program is designed to support squadron morale events and activities; and does not include the support of official military functions such as change of commands etc. or the AF R4R loan program for individual personnel on active duty.

Each squadron approved to participate in this program must be officially assigned to Patrick AFB or Cape Canaveral Air Force Station. The 45th Force Support Commander or designated representative may approve additional military organizations who support either installation.

Each squadron may participate in this program once per calendar year. The equipment kit and picnic/pavilion area may be used on separate dates in the calendar year.

Requests shall be submitted not more than 30 days in advance of the intended use date. Loan period may not exceed three calendar days. Fees will be charged to the POC for late returns.

A maximum number is authorized and annotated next to each equipment item. Additional items required are subject to the advertised loan fee.

Nonappropriated Fund (NAF) equipment is not authorized to be rented free of charge and is not included on this form. Per AFI34-110, equipment may not be loaned free of charge to private organizations.

Questions and concerns regarding this program shall be forwarded to the Director of Outdoor Recreation.

Use of an FSS facility by private organizations and/or for the purposes of fundraising must be approved through the 45 FSS FSR office. Please contact Ms. Risa Nowell at 321-494-7069 or Risa.Nowell@us.af.mil for more information.

**Food & Beverage Policy.**

Beach House – External food/beverages are not authorized with the exception of a celebratory cake. Renters must utilize Aramark.

For all other facilities, use of off-base food establishments/catering services must be approved through Aramark.

Aramark Contact: Mr. Richard Grey at 321-494-4422 or Grey-Richard@aramark.com

Customers in violation of the above will be directed to remove the unauthorized food/beverages from the venue or depart the area entirely.

**Alcohol Consumption Policy.**

Outdoor Recreation abides by the 45th Space Wing Instruction 34-219 for the consumption of alcohol. Renters will complete the DRAM Shop Theory Training and are responsible for the safe use of alcohol by all participants in the reservation.

Please check all that apply.

**FACILITY:**

Tables Beach Park (Off Base) \_\_\_\_

Chevron Park (On Base) \_\_\_\_

ODR Dock Pavilion (On Base) \_\_\_\_

Beach House Upper North Deck (Off Base) \_\_\_\_\_ \*Remainder of facility is common use at all times.

**EQUIPMENT:**

Ice Chests (5) \_\_\_\_

Chairs (64) \_\_\_\_

Horse Shoe Set (2) \_\_\_\_

5gal Water Jug (2) \_\_\_\_

Volleyball Set (2) \_\_\_\_

Tug-Of-War-Rope (1) \_\_\_\_

10gal Water Jug (2) \_\_\_\_

Softball Set (2) \_\_\_\_

Football (2) \_\_\_\_

8ft Tables (8) \_\_\_\_

Flag Football Set (1) \_\_\_\_

Soccer Ball ( ) \_\_\_\_

10x10 Canopies (8) \_\_\_\_

Super Charcoal Grill (1) \_\_\_\_

Speed Mitton Set (1) \_\_\_\_

Giant Jenga (1) \_\_\_\_

Giant Cannon Drop (1) \_\_\_\_

Giant Checkers (1) \_\_\_\_

Giant Get Knotted (1) \_\_\_\_

Giant Connect Four (1) \_\_\_\_

Quarterback Toss (1) \_\_\_\_

**POC initial next to each item:**

- 1) All equipment items shall be returned clean and dry. \_\_\_\_\_
- 2) Facilities shall be left orderly/free of trash. Trashcans will be emptied at the nearest dumpster. \_\_\_\_  
\*40gal trash bags are available at the ODR customer service counter
- 3) Equipment shall be returned NLT 1700/5pm on the due date of return. \_\_\_\_\_
- 4) Equipment shall not be left outside the ODR facility during non-operating hours. \_\_\_\_
- 5) Fees will be assessed against the POC for equipment returned unclean, damaged or lost. \_\_\_\_\_
- 6) Above fees will be assessed against the POC for equipment left outside of ODR during non-operating hours when a staff member is not present to secure the item(s). \_\_\_\_\_

8 APRIL 2018. ALL OTHER EDITIONS OBSOLETE.