

UNIT FUNCTION EQUIPMENT REQUEST

Guidelines for Requests:

- Request should be submitted at least three days in advance.
- Request cannot be accepted more than 60 days in advance.
- Late fees apply to equipment not returned as scheduled.
- Equipment lost stolen or damaged will be repaired or replaced by the using organization.
- Transportation, loading and cleaning of equipment are the responsibilities of the using organization.
- These items are available for 'official organizational' use only. Booster clubs, private organizations (official or unofficial) cannot receive logistical support from the USAF (AFI 34-223 Chapter 11). Under no circumstances can any official or private organization use free issue items in fund raising ventures or opportunities. Organizations conducting approved fund raisers may rent (for a fee) available resources from the Outdoor Recreation Equipment Rental sections.

Items issued free include:

- 1 Recreation Kit, which includes:
 - 2 Water Jugs
 - 1 Horseshoe Set
 - 1 Complete Softball Set
 - 1 Complete Volley Ball Set
 - 1 Tug O War Rope
 - 1 Complete Flag Football Set

Requesting Organization & Activity/Function Supported _____

Date and Time Requested

Date and Time of Return

Point of Contact Name / Phone

Items and Quantity Requested

Commander

Unit Name and Signature

Please submit request to equipment checkout at Maxwell AFB, bldg 851.