



Outdoor Recreation
926 Louisiana Drive
Dyess AFB, TX 79607
325-696-2402

Memorandum for 7 FSS/FSCO/Outdoor Recreation

Date:

From:

Subject: Squadron Picnic-Kit Request

Requirements: Squadrons must be assigned to Dyess AFB to utilize the free Squadron Picnic Kit. Squadron Picnic Kit is ONLY authorized for official squadron functions. **Private Organizations are not authorized Squadron Picnic kit. Retirements are not considered an official squadron function, therefore not authorized the use of the Squadron Picnic Kit.**

Responsibilities: Squadrons are responsible for loading and unloading equipment. Outdoor Recreation staff will verify accuracy and condition of equipment upon pick-up and return. Squadrons are responsible to ensure equipment is returned clean, as outlined on the equipment checklist located on the receipt. The reservation cannot be made until the requesting squadron returns this form to Outdoor Recreation.

Late Returns: Squadron Picnic Kit is based upon a 24 hour period. Failure to return upon the scheduled time/date will result in a late fee calculated on normal fee at 1 times the daily rate, per loan item per day loan item(s) are returned late.

Dirty Equipment: Items not returned clean will be assessed a cleaning charge (\$25.00 each item).

Damaged/Broken/Lost Equipment: Damages of equipment issued above normal wear and tear will be the responsibility of the using organization to replace with a like item.

Cancellation Policy: Outdoor Recreation retains the right to cancel a reservation due to inclement weather, which may cause damage to the outdoor equipment.

Usage: Squadrons are authorized the use of the Picnic Kit twice per year. The Reservation will be entered into the Reservation System under the requesting squadron, with the below information as the POC who will assume responsibility of all equipment loaned out to support the event.

Squadron: _____

POC: _____ Rank _____
Last First MI

Organization Assigned to: _____

Duty Phone: _____ E-mail Address: _____

Date/Time of up pick-up (Mon, Tue, Thru, Fri & Sat 0900-1630): _____

Date/Time of return: _____



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<u>Item(s):</u>	<u>Maximum:</u>	<u>Requested:</u>
Coolers (100 Qt).....	2	
Coolers (150 Qt).....	4	
BBQ Towable.....	1	
Water Jug (5 Gal).....	4	
Water Jug (10 Gal).....	2	
Softball Field in a bag (4 bases, 4 bats, 4 balls, 11 gloves, a catcher mask & pad).....	1	
Volleyball System (poles, net, 1 ball).....	1	
Tug-Of-War Rope.....	1	
Tug-Of-War Rope (4 way).....	1	
Football.....	1	
Soccer ball	1	
Basketball	2	
Badminton Set.....	1	
Kickball Set.....	2	
Horseshoe Set (2 poles, 4 shoes).....	1	
Big Boxing Gloves (comes with two pairs of gloves and two helmets).....	1	
Corn Hole or Washers Toss.....	2	
Canopies 10x10.....	2	
Tables (8ft).....	10	
Folding Chairs.....	80	

I understand that rental fees will be incurred if above equipment is not returned **within the one day (24 hour) loan period**. A \$25.00 cleaning fee will be incurred for **each item** that is returned dirty. Items that sustain any damage or loss will be replaced with a like item.

I certify that this request is in support of an official military function. I have read and understand the aforementioned requirements. I understand the Squadron are authorized the use of this program twice per calendar year. The use of the program will be kept on file at Outdoor Recreation.

Approved By: **(please print legibly)**

 Squadron Commander, First Sergeant or Superintendent Signature

 Contact Phone Number

 POC Signature