

OFFICIAL FUNCTION / PICNIC KIT

The following items are available to organizations as part of the Wright-Patterson AFB organizational official function/ picnic kit and will be provided to organizations up to two (2) times per year free of charge for organizational picnics, commanders calls associated with picnics, or other organizational wide events. These items may be provided at additional times during the year for events authorized appropriated fund (APF) support such as training, ceremony portion of events, etc. Events not authorized such as promotion parties, retirement parties, and going away parties must pay all rental fees associated with the use of the equipment. Only items pre-printed in the white print on black background will be provided free of charge should your request be approved. Additional items added to this form will not be provided for official functions and will not be reserved unless full payment is received at time of reservation.

ITEM	QTY	ITEM	QTY
Banquet Table (8')		Ice Chest (100qt)	
Basket Ball		Ice Chest (150 qt)	
Bean Bag Toss (NOT cornhole)		Ice Chest (54 qt)	
Card Table		Ice Chest (48qt)	
Canopy (15'x15')		Volleyball Set (8' poles)	
Chair Folding		Volleyball set (bag)	
Coffee Pot (12-14 cup)		Volleyball/ Badminton set	
Coffee Pot (40-110 cup)		Sledgehammer	
Cooler, Liquid (10 gal)		Soccer Goal	
Cooler, Liquid (3gal)		Soccer ball	
Cooler, Liquid (5gal)		Softball Set	
Cooler, Super beer keg		Smoker (Charcoal only)	
Cooler, Ice Tub		Tug-O-War Rope	
Corn Hole			
Croquet set			
Football			
Frisbee			
Horseshoe			

Organization Name & Office Symbol _____
P.O.C. _____ POC MUST BE PRESENT WHEN ITEMS ARE RETURNED
 Office phone # _____ Cell or Home Phone # _____ (Required)
 Email Address _____ (Required)
 Type of Event _____
 (Fund Raising Events may NOT use this form)

Date of Event ___/___/___ Pick Up ___/___/___/ Return ___/___/___

I _____ certify that this event is for one of the two organization wide picnic events or is otherwise authorized
 (Printed Name) Appropriated Fund Support

Signature _____ Date ___/___/___

Organizations must submit the above list with quantities marked for each item needed. Items will be provided based on availability and must be picked up and returned by the requesting organization to Outdoor Recreation Bldg 95, Area A. **Requests must be received not less than 10 business days prior to the pickup date.** You will receive an email confirmation when or if the items are available and your reservation has been approved for pick up. The email confirmation will be required to pick up the requested items.

Office Use Only	
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	DISAPPROVED
REASON FOR DISAPPROVAL	
NOT AUTHORIZED APF SUPPORT	EXCEEDED NUMBER OF AUTHORIZED EVENTS
Signature	

