

Official Function /Picnic Kit

The following Items are the Wright-Patterson Air Force Base Organizational Official Function /Picnic Kit and will be provided to organization up to 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 additional times for events authorized appropriated fund support such as training, ceremony only portion of events, etc.. Events not authorized such as promotion parties, parties after retirement ceremonies, and going away party's must pay all rental fees associated with the use of equipment. Only items pre-printed in the white print on black background will be provided free of charge. Other items not on this list may be used for official functions, but must be paid for at time of reservation by renting organizations. Items added to the list will not be reserved or issued.

ITEM	QTY	ITEM	QTY
Banquet Table (8'alum)		Ice Chest – 100 qt	
Basketball		Ice Chest – 68 qt	
Bean Bag Toss		Ice chest – 48 qt	
Card Table		Volleyball set 8' weighted poles	
Canopy 15x15'		Volleyball Set, bag	
Chair folding		Volleyball Net	
Coffee Pot (12-42 Cup)		Volleyball /badminton Set	
Coffee Pot (40-100 cup)		Megaphone	
Cooler, 10 Gal		Pavilion, Playground Bass Lake	
Cooler, 3 Gal		Pavilion, Diamond #4	
Cooler, 5 Gal		Sledge Hammer	
Cooler, Hot/Cold		Soccer ball	
Cooler, Super, Beer Keg		Softball Set	
Cooler, Tub		Softball	
Croquet set		Softball Bat	
Football		Softball glove	
Frisbee		Smoker, Charcoal only	
Horseshoe Set		Tug-O-War Rope	

NEW Organization Name & Office Symbol _____
 P.O.C appointed by _____ P.O.C _____
3 letter or above
 POC Office phone # _____
 Cell or Home Phone # _____ (required)
 Email Address _____
 Type of Event _____
(Fund Raisers may not use this form)

Organizations are totally responsible for loading and unloading all equipment. Minimum of 4 people must be provided by organization at both pickup and return

Date of Event ___/___/___ Pick-up ___/___/___ Return ___/___/___

I _____ Certify that this event either 1 of the 2 organization wide picnic or is
(Print Name) authorized Appropriated Funds 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, Building 95 Area C. Requests must be received not less than 3 business days prior to the pick up date. You will receive written confirmation when or if the items are available and you reservation has been made. **Only** when you receive the written confirmation showing the items have been reserved is your request approved. Written proof of reservation required at time of pick up.

As of 06/08/2007 List subject to change without notice

**Check back
 In three
 business days to
 See if approved**