



Squadron Loan Program Request and User Agreement

Submission Date: _____

Received by (ODR employee): _____

Squadron:		Delta/Wing/Organization:	
Requestor:	Contact #:	Email:	
Alt. POC:	Contact #:	Email:	
Event Type:	Event Date	Event Time:	
Pick up Date:	Pick up Time:	Drop off Date:	Drop off Time:

Pick-up and drop-off dates and times are subject to ODR hours of operation.

Use of equipment and facilities is subject to mission priority re-scheduling.

I, (Squadron Commander or First Sergeant) _____, HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS AGREEMENT AND AGREE TO BE BOUND BY THEM. I FURTHER WARRANT AND REPRESENT THAT I AM THE CUSTOMER AND I AM AUTHORIZED AND EMPOWERED TO ACCEPT THE DELIVERY OF THE REQUESTED RENTAL EQUIPMENT AND SIGN THIS AGREEMENT.

Commander or First Sergeant Name and Signature

Date

ODR Manager Signature

Approved Disapproved

This program is provided to support squadron morale events and in turn to facilitate resiliency and readiness. This program is not intended to support official military functions such as change of commands, retirements, commander calls, and promotion ceremonies. Each squadron may participate in this program once per calendar year.

The squadron must be officially assigned to Patrick SFB or Cape Canaveral CCSFS. The 45th Force Support Commander or designated representative may authorize additional military organizations that directly support either installation.

Equipment purchased via the AF R4R program is provided for individual issue only by those on active duty and cannot be integrated into this program.

IAW DAFI34-101, nonappropriated fund (NAF) equipment is not authorized to be issued free of charge under any circumstance. NAF equipment can be sourced through the squadron UNITE program and reserved in conjunction with a squadron loan request. Private Organizations may not participate in this program but can individually source ODR equipment as a routine eligible customer with a DoD ID card.

- Unit loan requests shall be submitted not more than 30 days in advance of the intended use date.
- The loan period may not exceed three calendar days. Fees may be charged to the signee for late returns.
- Equipment and picnic/pavilion area reservations may be used on separate dates within the same calendar year.
- Equipment type and maximum number authorized are indicated on this form. Fees apply for additional items.
- To email the completed form, please use outdoorrecreationpafb@gmail.com or you may hand deliver.

Squadron Loan Program

Private Organizations and/or Fundraising

Use of an FSS facility by a private organization or for the purpose of fundraising must be routed through the 45 FSS Resource Management Office. Please email 45FSS.FSRPO.PrivateOrganization@us.af.mil for more information. Equipment and facility reservations will not be confirmed without the required approval.

Food and Beverage

- Use of non-FSS food trucks and/or catering services are not authorized at any FSS facility with an established food and beverage service.
- BYOB food and beverage is not permitted at the Beach House at any time.
- The exception for food is a celebratory cake, due to the personal nature of that item.
- For Tables Beach, Chevron Park and the ODR Dock Pavilions, AAFES and Aramark have first right of refusal for food and beverage food trucks/catering services.
- Aramark can be contacted at 321-494-4422/7492.
- Customers will be directed to remove unauthorized items immediately or depart the area entirely.

Alcohol

Outdoor Recreation abides by DAFI 34-219 and local policy pursuant to this guidance for the sale and consumption of alcohol. A facility reservation will not be confirmed without the required authorization.

DRAM SHOP THEORY TRAINING ACCOMPLISHED: Yes

BYSTANDER TRAINING ACCOMPLISHED: Yes

Facility Requested (Check One)

Chevron Park (On Base)

Tables Beach Pavilion/Park (Off Base)

ODR Dock Pavilion (On Base)

Beach House Upper North Deck (Off Base)

The remainder of the facility is common use at all times.

The requestor is responsible for civilian guest access to facilities on base.

Equipment Requested

Ice Chests (5)

5 gal Water Jug (2)

10 gal Water Jug (2)

Chairs (64)

8ft Tables (8)

6ft Tables (8)

Quarterback Toss (1)

Tug-of-War Rope (1)

Soccer Ball (2)

Football (2)

Horse Shoe Set (2)

Speed Minton Set (1)

Flag Football Set (1)

Softball Set (2)

Giant Jenga (1)

Giant Checkers (1)

Giant Get Knotted (1)

Corn Hole Set (2)

AGREEMENT

By initialing the items below, the signatory acknowledges and accepts responsibility for the facility, equipment and policies for use and understands and accepts responsibility for any damage, destruction or theft to government property during its use as defined in this agreement.

- _____ All equipment items shall be returned clean and dry and NLT 5 pm on the due date of return.
- _____ Facilities shall be left orderly and trash cans will be emptied at the nearest dumpster.
- _____ Equipment shall not be left outside the ODR facility during non-operating hours (abandonment).
- _____ Fees will be assessed to the signatory for equipment returned unclean, damaged or abandoned.

Requestor signature: _____ Date: _____