



# Squadron Loan Program

## Picnic Kit Request

Thank you for supporting the Outdoor Recreation Squadron Loan Program. This program is designed to support squadron morale events and activities; and does not include the support of official military functions such as change of commands etc. or the AF R4R loan program for individual personnel on active duty.

**Eligibility:** Squadrons officially assigned to Patrick AFB or Cape Canaveral Air Force Station. Per AFI34-110, equipment may not be loaned free of charge to private organizations. The 45th Force Support Commander or designated representative may approve additional military organizations that support either installation.

### Program Guidelines

- Requests shall be submitted not more than 30 days in advance of the intended use date.
- Loan period may not exceed three calendar days. Fees will be charged to the POC for late returns.
- The equipment kit and picnic/pavilion area may be used on separate dates in the calendar year.
- A maximum number is authorized and annotated next to each equipment item.
- Additional items required are subject to the advertised loan fee.
- Each squadron may participate in this program once per calendar year.
- Nonappropriated Fund (NAF) equipment is not authorized to be rented "free of charge" and is not included on this form.

**FSS Facilities (private organizations/fund raising):** Use of an FSS facility by private organizations/unofficial activity and/or for the purposes of fundraising must be routed through the 45 FSS/FSR NAF Accounting Office. Please contact the Private Organization Monitor at 321-494-7069 or [45FSS.FSRPO.PrivateOrganization@us.af.mil](mailto:45FSS.FSRPO.PrivateOrganization@us.af.mil) for more information.

**Food & Beverage Policy:** Beach House Only – External food/beverages are not authorized with the exception of a celebratory cake. Renters must utilize Aramark. POC: Mr. Anthony Hutton at 321-494-7492 or [Hutton-Anthony@aramark.com](mailto:Hutton-Anthony@aramark.com). Customers in violation of the above will be directed to remove the unauthorized food/beverages from the venue or depart the area entirely.

**Alcohol Consumption Policy:** Outdoor Recreation abides by the 45th Space Wing Instruction 34-219 for the consumption of alcohol. Renters will complete the DRAM Shop Theory Training and are responsible for the safe use of alcohol by all participants in the reservation. To schedule DRAM Shop Training email: [Susan.Starkey@us.af.mil](mailto:Susan.Starkey@us.af.mil).

[Outdoorrecreationpafb@gmail.com](mailto:Outdoorrecreationpafb@gmail.com) (321) 494-2042  
Bldg. 345, Atlas Avenue


28 May 2020. ALL OTHER EDITIONS ARE OBSOLETE



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For the latest in FSS ...visit [www.gopatrickfl.com](http://www.gopatrickfl.com)

Hosting a Squadron or Unit event ? Consider using your Squadron UNITE funds.   
For more information visit <https://www.gopatrickfl.com/unite.html> or call (321) 494-2461.

Date: \_\_\_\_\_

ODR Rep: \_\_\_\_\_

Squadron: \_\_\_\_\_ Wing/Organization: \_\_\_\_\_

Primary

POC: \_\_\_\_\_ DSN/Cell: \_\_\_\_\_

First Last Rank

Alternate

POC: \_\_\_\_\_ DSN/Cell: \_\_\_\_\_

First Last Rank

Facility:

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Chevron Park (on base)      Tables Beach Park (Off base)      ODR Dock Pavilion (on base)  
Beach House North Deck (Off base; remainder of facility is common use at all times)      Not Applicable

Equipment:

Pick-up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

___ Ice Chests (5)	___ Chairs (64)	___ Softball Set (2)	
___ 5gal Water Jug (2)	___ 8' tables (8)	___ Volleyball Set (1)	___ Giant Checkers (1)
___ 10 gal Water jug (2)	___ Foot Ball (2)	___ Flag Football Set (1)	___ Giant Connect Four (1)
___ 10x10 Canopies (4)	___ Soccer Ball (2)	___ Giant Jenga (1)	___ Super Charcoal Grill (1)

**POC, please Initial (digital or ink) next to each item:**

\_\_\_ All equipment shall be returned clean and dry. Fee will be assessed against the POC for equipment returned unclean, damaged or lost.

\_\_\_ Facilities shall be left orderly/free of trash. Trash cans will be emptied at the nearest dumpster. 40 gal trash bags are available at the ODR customer service counter.

\_\_\_ Equipment shall be returned NLT 1700 on the due date of return. Equipment shall not be left outside the ODR facility during non-operating time. Fees will be assessed against the POC for equipment left outside of ODR during non-operating hours when a staff members is not present to secure the item(s).

\_\_\_\_\_  
Commander or First Sergeant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

( ) Approve ( ) Disapprove

\_\_\_\_\_  
Director, Outdoor Recreation

\_\_\_\_\_  
Date