

### Equipment Checkout Agreement for Command Functions

It is the goal of Marine Corps Community Services Camp Elmore to support local Marines and their families. We aim to provide quality service through the use of our facilities and outdoor recreation equipment that is available for checkout. Below are a few guidelines to help make the reservation process as smooth as possible.

(1) Requests for outdoor recreation equipment must be made using the MCCS "Equipment Checkout Agreement for Command Functions" form and must be submitted via the Readiness Coordinators (RC). The RC will forward the request to the MCCS Coordinator, Ms. Tracy Fearon. Ms. Fearon may be contacted via phone at (757) 445-6875 or via email at [fearontl@usmc-mccs.org](mailto:fearontl@usmc-mccs.org)

(2) Requests for equipment should be made ***no less than five (5) working days*** in advance. The earlier the request is made the more likely the request will be granted. Equipment is available on a first come, first served basis.

(3) All outdoor recreation equipment must be returned on the due date and in the same condition as when it was checked out. The Command will be responsible for paying the cost to repair or replace equipment that is returned damaged or is lost. Equipment that is not returned by due time on the due date listed will incur a late fee of the full daily rate for each item and an additional late charge. A \$30.00 fee will be charged for equipment not returned clean with the exception of grills and bounce house. The cleaning fee for grills will be \$100.00 and inflatables will be \$125.00.

(4) All equipment must be picked up and returned in one trip. If necessary more than one request for the same event can be used.

(5) The outdoor recreation department is open Monday, Tuesday, Thursday, Friday 0800 - 1600, (Closed Wednesday Saturday, Sunday and holidays) ; therefore any events happening outside of this time requiring equipment must be planned for and the equipment must be picked up and stored securely by the command unless alternate arrangements are made in advance. For returns involving inflatables, commands should allot 30-45 minutes, as each inflatable must be set up to check for damage and cleanliness.

(6) All equipment must be returned within two (2) working days of the event.

**I have read and understand the conditions of this request.**

Sign Here:  Date:  Command:

**Request the use of the following outdoor recreation equipment for our Command/Unit Event:**

Name of Event:  Approximate # of Attendees:   
Date:  Time:

**The equipment will be picked up from the MCCS warehouse on:**

Date:  Time:

Name of SNCO or higher signing for equipment:

Command:  Phone Number:

**The equipment will be returned to the MCCS warehouse on:**

Date:  Time:

# Outdoor Recreation Equipment, Marine Corps Community Services, Camp Elmore, Norfolk, VA

Please indicate the items requested by writing the number needed on the line next to the item.

# Requested	Cost # in stock	Item	# Requested	Cost # in stock	Item	# Requested	Cost # in stock	Item
	\$4 (74)	Table 6ft		\$100 (3)	Inflatable Bounce House		\$4 (6)	Corn Hole
	\$1 (1)	Cooler 13.3Qt		\$125 (1)	Inflatable Obstacle Course		\$1 (1)	Horseshoe
	\$2 (1)	Cooler 48 Qt		\$125 (1)	Inflatable Jacobs Ladder		\$1 (3)	Volleyball
	\$3 (1)	Cooler 60 Qt		\$3 (6)	Extension Cord		\$1 (0)	Dodgeball
	\$6 (6)	Cooler 85 Qt		\$25 (1)	Popcorn Machine		\$1 (50)	Softball (5 Pack)
					Popcorn (10 servings)			
	\$7 (2)	Cooler 135 Qt		\$25 (1)	Sno Cone Machine No cups supplied		\$10	Pop Ups 10x10
	\$2 (8)	Beverage Cooler 5 Gallon		\$8 (x)	Sno Cone Syrup (32 servings)		\$20	Pop Ups 10x20
	\$3 (11)	Beverage Cooler 10 Gallon		\$2 (2)	Trash Bin 32 Gallon		\$3	Weber Grill
	\$50 (1)	Towable Grill		\$3 (4)	Trash Bin 44 Gallon		\$5 (1)	Soft Ball Set 10 gloves, 5 balls, 3 bats
	\$75 (1)	Towable Grill with Large Cooler		\$4 (1)	Trash Bin 55 Gallon		\$1 (5)	Basketball
	\$20 (1)	Stand Up Paddle Board (inflatable)		\$1 (47)	Orange Safety Cones		\$1 (3)	Football
	\$1 (3)	Kickball			Flag Football Set: 15 pinnies, 2 sets 15 colored flags		\$1 (1)	Pinnies (15 pack)
	\$1 (120)	Foldable Chairs		1 (1)	6Ft Pop Up Soccer Goals		\$7 (5)	Golf Clubs

Please list any other items requested:

Signature of Individual Making Request