

# 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 – 150 qt	
Bean Bag Toss (not corn hole)		Ice Chest – 54 qt	
Card Table		Ice chest – 48 qt	
Canopy 15x15'		Volleyball set 8' weighted poles	
Chair folding		Volleyball Set, bag	
Coffee Pot (12-42 Cup)		Volleyball /badminton Set	
Coffee Pot (40-100 cup)		Pavilion, Playground Bass Lake	
Cooler, Liquid 10 Gal		Pavilion, Diamond #4	
Cooler, Liquid 3 Gal		Sledge Hammer	
Cooler, Liquid 5 Gal		Soccer Goal	
Cooler,Liquid Hot/Cold		Soccer ball	
Cooler, Super, Beer Keg		Softball Set	
Cooler,ice Tub		Smoker, Charcoal only	
Corn Hole		Tug-o-War Rope	
Croquet set			
Football			
Frisbee			
Horseshoe Set			

Organization Name & Office Symbol \_\_\_\_\_  
 P.O.C. \_\_\_\_\_ **POC must be present when items are returned**

Office phone # \_\_\_\_\_  
 Cell or Home Phone # \_\_\_\_\_ (required)  
 Email Address \_\_\_\_\_  
 Type of Event \_\_\_\_\_  
 (Fund Raisers may not use this form)



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 your 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.