

# APF LOAN ITEM REQUEST FORM

Last updated 11/2024

**COMPLETE AND RETURN TO 30 FSS/OUTDOOR RECREATION: BLDG. 10250 (805)606-5908. vsfboutdoorrecreation@gmail.com**

Requesting Squadron:		
POC:		Phone:
Purpose of Function:		
Date:	Location:	
<b>This request is for <u>OFFICIAL FUNCTIONS ONLY</u>. Fundraising events do <u>NOT</u> qualify. All items are to remain on base and are <u>NOT</u> permitted in base housing. Item quality <u>CANNOT</u> be guaranteed.</b>		
Pick up Date:	Time:	Mon, Tues, Thur, Fri 0900-1600 Wednesday 0900-1300 <b style="color: red;">No Weekend pick up or drop off.</b>
Return Date:	Time:	
Squadron Commander (Print or Stamp):		
Digital CC Signature:		Date:
ODR Staff Print:		Date:

**POC must initial each statement and is responsible for the APF loan request:**

\_\_\_\_\_ Outdoor Recreation employees are unable to load/unload any APF items. Squadrons are responsible for loading and unloading all items. Failure to bring an adequate working party can result in your loan request being canceled.

\_\_\_\_\_ Loan items are not checked in unless they are unloaded by the requesting squadron. Failure to bring adequate manpower to unload may cause a late return fee charged to the requesting unit.

\_\_\_\_\_ Squadrons are responsible for all items while in possession, this includes bringing them back clean, undamaged, and on time. If items are not brought back in original condition; cleaning, replacement, or late fees will be applied. Late fees are equivalent to daily rental item costs charged to the requesting unit.

\_\_\_\_\_ It is the responsibility of the POC to pass all information to the working party even if the POC is not available to pick up the items on the loan request.

POC Signature: \_\_\_\_\_

Tables and Chairs for Official Functions					
			STAFF USE ONLY		
Items	Quantity	#Requested	#Out	#In	#Missing
Tables					
5ft Round	20				
8ft	20				
6ft	35				
Chairs					
Metal	430				
Padded	125				

			STAFF USE ONLY	
Items	Quantity	# Requesting	# OUT	# IN
Water Jug	2			
165 QT. Cooler	10			
BBQ Grill 36x24 (portable)	2			
BBQ Grill (towable)	1			
EZ UP Canopy (10x10)	11			
EZ UP Canopy (10x20)	7			
Crowd Control Posts	4			
Generator (3600 Watts)	2			
Wireless Personal Address System (50 Watts)	1			
Podium	1			

<b>Additional Items/Notes:</b>			
<b>POC Signature Out:</b>		<b>In:</b>	
<b>ODR Signature Out:</b>		<b>In:</b>	