



MORALE, WELFARE AND RECREATION  
Naval Air Station Whiting Field  
7180 Langley Street  
Milton, FL 32570-6149



MWRSOP: 006  
Revised Date: 8 January 2017

From: Director, Morale, Welfare, and Recreation (MWR)

Subj: MWR SUPPORT FOR COMMAND FUNCTIONS

Ref: (a) CNIC INST. 1710.3  
(b) MWR Community Recreation Program Standards

Encl: (1) Equipment/Facility Request Form for Command Recreational Functions

1. Purpose. To provide policy and guidelines for NAS Whiting Field commands and tenant commands requesting use of MWR Community Recreation equipment and facilities at no cost or at a discounted rate for support of command functions.
2. Scope. MWR Community Recreation has both equipment and facilities available for use at no cost or at a reduced rate to NASWF installation and tenant commands for support of official command functions. These functions include events such as: command picnics, holiday parties, change of commands, or safety stand downs. **For change of commands, safety stand downs, and other non-recreational events, only tables and chairs are authorized. (Tablecloths are a rental item from a commercial company and results in an incurred charge)** Personal events such as retirement ceremonies or any event not open to all eligible command members are excluded from this SOP.
3. Process. When a command wishes to request equipment or a facility at no cost or a discounted rate for a command function, the Senior Enlisted Advisor, Executive Officer, or Commanding Officer of that command is required to endorse the event by signing enclosure (1) prior to submission by the command's designated primary or alternate point of contact (POC) annotated on the form. The designated POCs will be the only individuals authorized to act on behalf of the command for this event (e.g. receive information about reservations, pick up and drop off equipment, etc.). This form must be submitted to the MWR Community Recreation Office in Building 1417 for review and approval by the MWR Director. Upon review and approval, the equipment and/or facility may be reserved. The POC for the event will be contacted by a representative of the MWR Community Recreation branch with reservation confirmation details and pick-up/drop-off instructions for any equipment that was requested. Commands must arrange for transportation and a working party to pick up equipment from the designated MWR location and must also return it to the designated MWR location when the event is complete.
  - a. All equipment is available on a first come, first served basis and is subject to availability.
  - b. Equipment **reservations can be made no later than five (5) days before the event.**
  - c. Facilities **can be reserved no later than five (5) day before the event.**

(1) **Sike's Hall** (*Aces Lounge has to be reserved through the MWR Food & Beverage Manager at 850-623-7311 as there are additional costs associated with the use of the lounge*)

(2) **Atrium Ballroom**

(3) **Pavilions** including the Sports Pavilion onboard NAS Whiting Field and those at Whiting Park.

(4) **Paintball** (at a discounted rate – see information below)

4. Equipment Authorized and Quantities. Equipment choices are limited to items specified in enclosure (1).

<b>Equipment</b>	<b>0-75 People</b>	<b>76-150 People</b>	<b>151+ People</b>	
Tables	8	20	40	<b>Authorized for all Command Events</b>
Chairs	75	150	200	
Grills	1	2	2	<b>These items are only authorized for Recreational Command Events</b>
Canopies	1	2	4	
Coolers	2	4	6	
Bounce House	1	1	2	
Lawn Games / Sports Packs	2	2	4	
Canoes/Kayaks/Paddleboards - Whiting Park only (based on availability at the time the groups arrives at the Park)	2	4	6	

a. Restrictions:

(1) This equipment is for use only on Navy property.

(2) Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising funds, or donation of funds for this event or future events.

(3) Charcoal and grill tools are not included in the request for grills.

(4) Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Equipment that is returned dirty or unclean is subject to a cleaning fee.

b. Exceptions:

(1) For approved Recreational Command events held at Whiting Park, commands may request the use of canoes, kayaks and/or paddleboards based on their availability at the time the group arrives at the Park. There will be no cost to use this equipment. Approval for this equipment is non-transferrable to other equipment and holds no cash value.

(2) Equipment required for command events beyond the scope of this policy may be available at the normal rental rates through MWR Community Recreation rentals.

5. Actions. Commands must adhere to this standard operating procedure in order to utilize MWR Community Recreation Equipment/Facilities for Command Functions at no cost.

a. Commands/Unit Responsibilities:

(1) Submit a completed and signed copy of enclosure (1) to the **MWR Community Recreation Office no less than five (5) working days in advance of the event.**

(2) Arrange transportation and a working party for equipment pick-up, clean up, and return equipment during designated times.

(3) Return equipment in the same condition that it was issued.

(4) Reimburse MWR for cleaning, repair, or replacement of equipment damaged other than normal wear-and-tear while in the possession of a command.

b. MWR Community Recreation Responsibilities:

(1) Notify the command of availability and approval of equipment within **2 working days** of receiving the request.

(2) Designate a time and place for the pick-up and return of equipment.

(3) Issue the necessary directions for proper and safe usage upon the pick-up of equipment.

(4) Inspect equipment with designated command representative upon the pick-up and return of equipment as well as inspecting the facility before and after the command function.

*Tom Kubalewski*

Tom Kubalewski  
MWR Director

**EQUIPMENT / FACILITY REQUEST FORM FOR MWR SUPPORT OF COMMAND FUNCTIONS  
(Encl 1 MWRSOP-006)**

- This equipment is for use only on board Navy Property.
- Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising funds, or donation of funds for this event or future events.
- Commands must arrange for transportation and a working party to pick up equipment from the designated MWR location and return it to the designated MWR location when the event is complete.
- Commands will be charged for any damages incurred, not being cleaned or for items not being returned as scheduled.
- Requesting Command Leadership and approval from the MWR Director is required.
- In order to support requests, reservation requests should be submitted no later than 5 days in advance.
- A list of authorized equipment available at no cost per the size of the command is listed in the enclosed SOP.

Complete and return this form to the MWR Community Recreation Office – Building 1417. Hours of operation are Monday – Friday 0800-1600. Call (850) 665-6250/(850) 623-7032 with any questions.

**1. CONTACT INFORMATION**

Command:	Command Size:	POC Name (Last, First):	Rank:
POC Email:		POC Phone:	Cell:
Secondary POC (Required):		Phone:	Cell:

**2. FUNCTION INFORMATION**

Request Date:	Function Date:	Desired Pick-up Date:	Desired Return Date:
Location on the base where equipment will be used:			
Type of function (check one): <input type="checkbox"/> Party <input type="checkbox"/> Picnic <input type="checkbox"/> Command Recreational Event <input type="checkbox"/> Other Command Function			
Facility Being Requested:	<input type="checkbox"/> Sike's Hall	<input type="checkbox"/> Atrium Ballroom	<input type="checkbox"/> Sports Pavilion <input type="checkbox"/> Whiting Park Pavilion
<input type="checkbox"/> Paintball – <b>tentatively reserved – confirmation will be made when staffing is secured (within 3 working days)</b>			

Command Function Paintball available: Mondays through Fridays (Must schedule a minimum of five (5) working days in advance)

- Groups of 10: field fee cost is: \$50.00; each additional person is \$10.00 pp + paint
- Groups of 20: field fee is \$100.00; each additional person is \$5.00 pp + paint
- Groups of 30: field fee is \$150.00 + paint

I acknowledge that this event is an approved command function.

\_\_\_\_\_  
 Typed Name of Command CO, XO, or SEL      Signature of Command Authority      Date

\_\_\_\_\_  
 Typed Name of MWR Director      Signature of MWR Director upon Approval      Date

**3. EQUIPMENT REQUEST INFORMATION**

Fill in the quantities needed in the adjacent lines and are based on availability.

REQUESTED	RECEIVED	CONDITION	REQUESTED	RECEIVED	CONDITION	REQUESTED	RECEIVED	CONDITION
<input type="checkbox"/> Canopy 10' x 10'			<input type="checkbox"/> Horse Shoes			<input type="checkbox"/> Ice Chest		
<input type="checkbox"/> Tables Regular 6'			<input type="checkbox"/> Corn Hole			<input type="checkbox"/> Sports Pack		
<input type="checkbox"/> Chairs			<input type="checkbox"/> Ladder Ball			<input type="checkbox"/> Soft Ball Kit		
<input type="checkbox"/> Bounce House			<input type="checkbox"/> Bocce Ball			<input type="checkbox"/> Tug-o- War rope		
<input type="checkbox"/> BBQ Grill <i>Charcoal only</i>			<input type="checkbox"/> Canoes, Kayaks & Paddleboards <i>Only for Whiting Park</i>			<input type="checkbox"/> Paintball Equipment		

4. The condition of the equipment being issued is as noted above:

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of receiving agent for command

\_\_\_\_\_  
Signature of receiving agent for command

\_\_\_\_\_  
Date

**FOR MWR USE ONLY**

5. The condition of the equipment being returned is as noted below:

a. Returned on time: YES NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

b. Condition of equipment being returned:

Same as when issued: YES NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

c. Any additional charges incurred: YES NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of receiving agent for command

\_\_\_\_\_  
Signature of receiving agent for command

\_\_\_\_\_  
Date

\*Provide a copy to the Command Rep.

Enclosure (1)