



DEPARTMENT OF THE ARMY
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
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JOINT BASE LEWIS-MCCHORD, WA 98433-9500

AMIM-LMW-R

12 SEP 2023

MEMORANDUM FOR OFFICIAL FUNCTION ORGANIZER

SUBJECT: Free rental of picnic kits to support unit functions and protocol events

1. It is our attempt to support your unit official functions and protocol events with our free issue "picnic kits". Below you will find a list of items that you can choose for your event.

Softball Kit (1 Set)	Dodgeball (1 Set)
Volleyball Kit (1 Set)	Cornhole (1 Set)
Horseshoe (1 Set)	Badminton (1 Set)
Tug of War Rope (1 ea.)	Flag Football (1 Set)
Assorted Ball (1 ea. Per Type)	Volleyball (1 Set)
Frisbees (1 ea.)	Sack Race (1 Set)
Ladder Golf (1 Set)	Washer Toss (1 Set)
Yard Jenga (1 Set)	Cooler (2 ea.)
Water Jugs (2 ea.)	Cones (Max 10)

2. The organizer of the function must provide a memo stating the required items and get their Unit Commander's signature approving the event. Any additional items that you request will be available for your function at a cost through Outdoor Recreation.

3. All free rental items must be picked up and returned at scheduled times by unit representatives.

4. Due to fluctuations in funding the free rental of equipment items is subject to change or be eliminated. Evaluation will be completed each fiscal year.

5. Private Organizations are welcome to rent equipment for their function through Outdoor Recreation. However, in accordance with AR 215-1, they must pay the standard fees for items.

6. The POC for this memorandum is Gregory Hopkins at 967-7990 or Gregory.a.hopkins4.naf@army.mil

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