



DEPARTMENT OF THE ARMY
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

OCT 13 2020

IMLM-MWR

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)
- Volleyball Kit (1 Set)
- Horse Shoe (1 Set)
- Tug of War Rope (1 ea)
- Basketball (1 ea)
- Soccer Ball (1 ea)
- Cooler (2 ea)
- Large Grill (1 ea)
- Tables (50 max)
- Chairs (200 max)

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. 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.

5. The POC for this memorandum is Colin Brooks at 967-7990 or colin.c.brooks.naf@mail.mil

A handwritten signature in blue ink that reads "V.S. Morse".

VENICIA S MORSE
DFMWR



DEPARTMENT OF THE ARMY
HEADQUARTERS, 5TH BATTALION, 5TH AIR DEFENSE ARTILLERY
31ST AIR DEFENSE ARTILLERY BRIGADE
JOINT BASE LEWIS-MC CHORD, WA 98433-9500

**REPLY TO
ATTENTION OF**

DATE

MEMORANDUM FOR: DFMWR Northwest Adventure Center, 8050 NCO Beach Rd,
Joint Base Lewis-McChord, WA 98433.

SUBJECT: Request for equipment

1. HHC 5-5 ADA is requesting the below listed equipment:

- Softball Kit (1 set max): _____
- Volleyball Kit (1 set max): _____
- Horse Shoe (1 set max): _____
- Tug of War Rope (1 ea): _____
- Basketball (1 ea): _____
- Soccer Ball (1 ea): _____
- Cooler (2 ea): _____
- Large Grill (1 ea): _____
- Tables (50 max): _____
- Chairs (200 max): _____

Pick-up Date:

Return Date:

Event:

Signing For Equipment:

2. The POC for this memo is the undersigned at email, phone number.

(Unit Commander Signature Block)