

Squadron Loan Request



MEMORANDUM FOR OUTDOOR RECREATION

FROM:

SUBJECT: Squadron Loan Request: ATTN: Henry Frye

1. We are seeking to utilize our squadron loan for this year. We understand that we are responsible for providing the manning and transportation for pick up and drop of the below requested items. We understand that we are eligible for tables, chairs and one additional item for free loan. Any additional items requested will be paid for but we would like to request a reservation for these items.
2. We understand we are required to submit this letter to you with a 2 week notice prior to our reservation date. We understand that approval is based upon availability and eligibility of free loan status.
3. The P.O.C for equipment pick up is:

Name Of Event:

- Grade:
- Last Name:
- First Name:
- Email:
- Contact Number:

Requested Pick Up Date: _____
 Requested Pick Up Time (HH:MM)
 Requested Return Date: _____
 Requested Return Time (HH:MM)

4. We are requesting the following items.

Free Items	QTY
Table 6 ft	
Chairs	
One Additional Large Item	1
Additional Paid For Items	QTY

Commander Signature