

TAIYO COMMUNITY CENTER
Official Functions Chair Request Form

Community Center Contact Information: Taiyo-225-6955, Yujo-225-7713
Contact Info: Rick King 225-4084/7713, Email: Richard.king.26@us.af.mil

Taiyo Community Center Chair Issue Policies & Agreement:

- _____ 1. All equipment **MUST** be checked out and returned in the same condition as it was issued. (i.e. serviceable, clean, and free of any labels or tags).
- _____ 2. The undersigned is responsible for loss or damage to equipment as a result of abuse, neglect or even theft. Under no circumstances should any items be left out in the weather unprotected.
- _____ 3. I(POC) will ensure that we have enough labor(and time) to support our event. The requester is responsible for moving the furniture to and from to its original position. The Community Center staff is not responsible for loading/unloading, moving, stacking, or delivering of equipment, supplies, furniture, etc..
- _____ 4. I(POC) understand that chairs need to be stacked correctly for safety reasons and will ensure that people who will be handling know that also. Please stack chairs **8 chairs** per stack.
- _____ 5. I(POC) understand that coordination for pick-up and return of chairs must be accomplished between the hours of 0900 hrs and 1530 hrs Monday through Friday. All requests for equipment loaners must be requested a minimum of 24 hours in advance of the requested pick-up date and time.

*Number of Chairs Requested:

Pickup Date:

Dropoff Date:

Pickup Time:

Dropoff Time:



Print Name (POC):

Rank:

ORG:

Duty Phone:

Home Phone:

Requester, POC Signature:

Date Signed:

Signature of approving: