



*****EXAMPLE*****



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 81ST TRAINING WING (AETC)**

PLEASE EMAIL: brent.huffman.1@us.af.mil
CC: connor.landwehr@us.af.mil

To: 81 FSS/FSWO

From: 81 FSS/CC

81st FSS requests the use of the below listed equipment/facility, to support an official unit function, to be supported through free-use equipment (APF).

Facilities requested: (Listed are all possible pavilions and information):

-“Pavilion 6734: use on Friday, 19 May 2019, 1000 – 1700” (Indoor Pavilion; 200-220 people)

Equipment requested: (The below listed items are the only available free-issue items and only available for one 24 hour rental period. Additional items or rental time are available for marginal NAF fees, see ODR price list.)

- 2 - Large ice tubs
- 1 - Football
- 1 - Horseshoe equipment set
- 1 - Softball equipment set
- 3 - Cornhole Set
- 1 - Ladderball Set
- 1 - Spike ball Set
- 1 - Tug-of-war rope
- 1 - Dragon Bounce House

We request that these items be available for pickup at 1000 on Friday, 30 February 2075. All equipment will be returned, in the same condition it was received, NLT 24 hours after pick up. Facilities will be returned to the condition in which they were received, immediately after the event.

The point of contact for this event and equipment/facility loan will be SSgt Airman, who can be reached at DSN: 555-5555 or cell: 555-555-5555 and an email address.

Signed,

//////CC SIGNATURE//////

*****NOTICE:** ODR staff does not set up or deliver these items. Labor is available for an extra fee.