



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES DEPARTMENT
MARINE CORPS AIR STATION MIRAMAR PO BOX 452008
SAN DIEGO CA 92145-2008

MCCSI 1710.35A
MCCS
7 January 2021

MARINE CORPS COMMUNITY SERVICES INSTRUCTION 1710.35A

From: Marine Corps Community Services Director, Deputy Director
To: Distribution List

Subj: MARINE CORPS COMMUNITY SERVICES (MCCS) OFFICIAL PARC/UNIT
SUPPORT EQUIPMENT CHECK-OUT PROGRAM

Encl: (1) MCCS PARC/Unit Support Equipment Request Form

1. Situation. To publish instructions and promulgate procedures for the Marine Corps Community Services (MCCS) Official PARC/Unit Support Equipment Check-Out Program.

2. Cancellation. MCCSI 1710.35

3. Mission. To publish standardized and equitable official PARC/Unit Support equipment check-out procedures.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. PARC/Unit Support Equipment is available free of charge for authorized official command functions for active duty commands aboard Marine Corps Air Station (MCAS) Miramar.

(2) Concept of Operations. An official command function event is an event to which the entire command/unit will be in attendance or invited and will include a basic social morale, welfare and recreation event (i.e., change of command, command picnic, etc.). Events not considered command functions include, but are not limited to, events that are restricted to individual groups within the command (i.e., Officer only or enlisted only events) or events that have no social gathering involved.

b. PARC/Unit Support Request Procedures

(1) PARC/Unit Support Equipment is available on a first come, first served reservation basis. All request for equipment must be submitted through the PARC OMB account (miramarparc@usmc-mccs.org) on a MCCS Miramar PARC/Unit Support Equipment Check-

Out form (enclosure (1)) and signed by the Unit CO, XO, SgtMaj, Deployment Readiness Coordinator (DRC), Unit Readiness Coordinator (URC) or Officer in Charge (OIC) of authorizing unit funds in the event equipment is lost, damaged or stolen.

(2) The MCCS Miramar PARC/Unit Support Equipment Check-Out forms must be filled out completely and forwarded to PARC, Bldg. 2257, Monday through Friday, 0900-1630 for approval by the PARC team. Request must include: date and time equipment will be used; date and time of requested pickup; date of equipment return; items and quantity requested; point of contact and phone number (this individual will be the responsible person and required to sign for the equipment); and a brief description of the Command function event (see enclosure (1)). PARC/Unit Support is for use on board MCAS Miramar by MCAS Miramar commands only. Request by non-Miramar active duty commands and requests for taking equipment off station will be approved on a case-by-case basis by PARC/MCCS Asset Protection Manager. Please note: MCCS Special Events have priority for PARC/Unit Support Equipment over all other events.

(3) When equipment is checked-out, enclosure (1) will be reviewed, revised and corrected, according to equipment availability, by both the PARC/Unit Support Representative and the Unit Responsible individual. The Unit Responsible individual will verify the information and sign the form accepting responsibility for the equipment. It is the unit's responsibility to ensure all equipment is in good and operable condition prior to leaving PARC. Any equipment flaws will be annotated on enclosure (1) prior to signature by the Unit Responsible individual.

(4) All equipment must be returned within one business day of the event. Equipment must be returned in the same condition as it was when checked-out. Unit funds will be charged for all repairs and/or replacement costs for damaged, lost or stolen PARC/Unit Support equipment. Future requests for equipment will be delayed until all damaged, lost or stolen equipment has been returned or costs reimbursed. Units returning equipment outside of their scheduled time, shall wait behind units meeting their slated appointments and equipment turned in late without prior approval will be charged a \$25.00 late fee. Dirty equipment is subject to cleaning costs.

5. Administration and Logistics. PARC/Unit Support staff members will ensure that all MCAS Miramar active duty commands are familiar with and abide by the contents in this order.

6. Command and Signal

a. Command. This instruction is applicable to personnel assigned to Marine Corps Air Station Miramar.

b. Signal. This Instruction is effective the date signed.



S. F. MITCHELL
Deputy Director



**UNIT & MCCS
RENTAL AGREEMENT**

Command/Unit:		Reason for Event:	
Responsible Individual: (E-6 & Above):		Unit PH#:	Cell #:
DRC/URC:		Work PH#:	Cell #:
Date Submitted:			
Pick-up Date/Time:		Return Date/Time:	

NON - FEE BASED

QTY	ITEM DESCRIPTION	QTY	ITEM DESCRIPTION
	Sports Jumper w/blower 13x13'		Tug of War Rope
	Club House Jumper w/blower 16x16x15		Horseshoes Set (set of 4)
	Slide Jumper w/blower 26x15x18		Flag Football Set w/Football (12red/12yel)
	Pole Tent- 20x20' red wht:		Softbal Set (gloves 9LH 3RH -3bats/3ball)
	Pole Tent- 20x40' (red)		Volleyball Set
	Canopies 10x10' Blue: White		Dodge Ball Set (6 ball)
	Canopies 10x20'		Popcorn Machine (popcorn for sale)
	Coffee Pot 100 Cup: 45 Cup		Snow Cone Machine (ice/syrup for sale)
	Cambro (hot & cold container) S M L:		Football
	Ice Chest 120qt Ice -Y N		Basketball
	Ice Chest 150qt Ice -Y N		Volleyball
	Ice Chest 165qt Ice -Y N		Soccer Ball
	Water Jug 10 gal 5 gal		Kickball
	Grill - Propane 4' (Propane for sale)		Potato Sack (set of 10)
	Grill - Propane 6' (Propane for sale)		Rubbermaid 55 Gal (Trashcan)
	Grill - Charcoal 6'		Orange Cones Sm Lrg
	Griddle Skillet sm lg		Corn Hole game w/ bean bags (6)
	Black Bag Kit Internal use - Bag #s)		Santa Suit
	Smoker w/ Trailer - 1 7/8" (Hitch Required)		Grinch
	Table 6' Aluminum		Sumo Suit Set
	Table 6' Plastic		Generator (Gas not provided)
	Table 8' Aluminum		Sports Fencing (10x3.5' panels)
	Table 8' Plastic		
	Buffet Tables 6x10'		
	Chars Internal use - red: blue: yel:		
	Sand Bags (for canopies)		

ROCKWALL

Date of Event:		Location:	
Set-Up Time:		Return Date/Time:	

All Rockwall requests must be submitted to PARC a min. of 2 weeks prior to the event. Each request must be for a min. of 3 hours at a rate of \$25/hr. For Family Days at least 2 volunteers will be required to assist the PARC Team with set-up, during and take down.

Unit Support: M-F 0900-1630 Phone 858-577-9913	PARC Showroom: Mon - Fri. 0900-1730 Sat. 0900-1300 FD 577-4150 Admin.577-7793
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Confirm Date: _____ Rep: _____

