

#### UNITED STATES MARINECORPS

MARINE CORPS COMMUNITY SERVICESDEPARTMENT MAR INE 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. <u>Situation.</u> 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. <u>Mission.</u> To publish standardized and equitable official PARC/Unit Support equipment check-out procedures.

## 4. Execution

- a. Commander's Intent and Concept of Operations
- (1) <u>Commander's Intent.</u> 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) <u>Concept of Operations</u>. 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 be 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		4.8
Responsible Individual- [E-6 & Above]:	Unit PH#:	Cell #:	14-
DRC/URC:	Work PH#:	Cell #:	
Date Submitted:			
Pick-up Date/Time:	Return Date/Time		

#### NON - FEE BASED

TY ITEM DESCRIPTION	QTY	ITEM DESCRIPTION	
Sports Jumper w/blower 13x13'	- 100	Tug of War Rope	
Club House Jumper w/blower 18x19x15	AWWES	Horseshoes Set (set of 4)	
Slide Jumper w/blower 26x15x18	11.2	Flag Football Set w/Football (12red/12yel)	
Pole Tent- 20x20' red whit:		Softball Set ( gloves 9LH.3RH -3bats/3ball)	
Pole Tens- 20x40' (red)		Volleyball Set	
Canopies 10x10' Blue: White	1200/2010	Dodge Ball Set (6 ball)	
Canopies 10x20'	IN EXCENT	Popcom Machine (popcom for sale)	
Coffee Pot 100 Cup: 45 Cup	(47/57/55	Snow Cone Machine (ice/syrup for sale)	
Cambro (hot & cold container) S M L		Football	
Ice Chest 120qt Ice -Y N	6.00	Basketball	
Ice Chest 150qt Ice + Y: N	D.C.	Volleyball	
Ice Chest 165qt Ice - Y: N:	loe - Y: N:	Soccer Ball	
Water Jug 10 gal. 5 gal.	- 100000	Kickball	
Grill - Propane 4" (Propane for sale)		Potato Sack (set of 10)	
Gnill - Propane 6' (Propane for sale)	<b>EXE</b>	Rubbermaid 55 Gal (Trashcan)	
Grill - Charcoal 6'	0.000	Orange Cones Sm: Lrg	
Griddle Skillet: sm. lg		Com Hole game w/ bean bags (6)	
Black Bag Kit Internal use - Bag #(s)	200	Şanta Suit	
Smoker w/ Traiter - 1 7/8" (Hitch Required)		Grinch	
Table 6' Aluminum	20 1211	Sumo Suit Set	
Table 6 Plastic	S. 141.51.2	Generator (Gas not provided)	
Table 8' Aluminum		Sports Fencing (10x3.5' panels)	
Table 8' Plastic			
Buffet Tables 6'x16'			
Chars Internal use - red: blue: yel:	4.5	The state of the s	
Sand Bags (for carropies)	010001241		

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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:	PARC Showroom: Mon -tri USUU-1/30	
M-F 0900-1630	Sat. 0900-1300	
Phone: 858-577-9913	FD 577-4150 Admin 577-7793	

Confirm Date	Ren	

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QTY	Item Description	Price	Total
TOTAL THE STORY		\$0.00	\$ \$0.00
		\$0.00	\$ \$0.00
	Hall Marries and A. Marries and Asserting	\$0.00	\$ \$0.00
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	SHOULD BE THE THE THE THE PARTY OF THE PARTY	\$0.00	\$ \$0.00
10 20 100		\$0.00	\$ \$0.00
		\$0.00	\$ \$0.00
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		\$0.00	\$ \$0.00
		\$0.00	\$ \$0.00
		\$0	00 \$0.00

1. I agree that I will be responsible for safeguarding the equipment checked out and if lost, damaged, or stolen agree to pay the current repair charges through Unit Funds, cost-center, cash or credit card.

2. I agree to ask questions if not familiar with the set-up, operation, care and cleaning of the equipment I have received.

Account:

- 3. I agree to coordinate with the MCAS Miramar Fire Prevention Department to acquire the necessary permit to operate a barbeque on the base. Their Office number is 858-577-1962, located at Bidg, 7208
- 4. If non-fee based equipment is returned unclean borrower must pay a fee. Fees will be based on the type of equipment and the amount of labor required to return equipment to working order. Late fees will be incurred as well if equipment is not returned on time.

I have read all the rules and agree to abide by them:		
	Print & Sign	
I agree that all equipment that has been issued to myself/unit will be returned in the sam		
Issued to:	Date:	MCCS Rep:
Print & Sign		
Returned by:	Date:	MCCS Rep:
Print & Sign	- North	100

Comments/Discrepancies	Missing/Lost	Qty	Damaged	Qty
	200	Treatile	11/11/11/11	
				EAT TO BE

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Confirm Date:	Rep:	10.3