

# FAMILY KIT (PCS Orders REQUIRED)

Name (Last, First M//Rank:	Email Address:	DoD ID #:
Cell #:	Unit:	Issued By:
Local Address:		DEROS:
STATUS: <input checked="" type="radio"/> Active Duty <input type="radio"/> DOD Civilian <input type="radio"/> Military Dep		Work #:
Date Issued:	Date Due Back:	Date Returned:
Extended To:	PCS:    In    Out <input type="radio"/> <input type="radio"/>	Received By:

## DISHWARE & UTENSILS

- 1 Set (for family of four) Dishware:
- 4 – Dinner Plates \_\_\_\_\_
  - 4 – Salad/Saucer Plates \_\_\_\_\_
  - 4 – Cereal/Soup Bowls \_\_\_\_\_
  - 4 – Coffee Mugs \_\_\_\_\_

- 1 Set (for family of four) Dishware:
- 4 – Dinner Forks \_\_\_\_\_
  - 4 – Tablespoon \_\_\_\_\_
  - 4 – Teaspoon \_\_\_\_\_
  - 4 – Dinner Knives \_\_\_\_\_
  - 4 – Drinking Cups \_\_\_\_\_
  - 4 – Steak Knives \_\_\_\_\_

## Additional (Hand wash w/non-abrasive sponge)

### MISC.

- 1 – Coffee Maker \_\_\_\_\_
- 1 – Hand Mixer \_\_\_\_\_
- 1 – Pan Cake \_\_\_\_\_
- 1 – Pan Baking \_\_\_\_\_
- 1 – Pan Muffin \_\_\_\_\_
- 1 – Mini Chopper \_\_\_\_\_
- 1 – Pitcher \_\_\_\_\_
- 1 – Grater \_\_\_\_\_

## COOKWARE:

- 1 - Large Pot w/ Lid \_\_\_\_\_
- 1 - Medium Pot w/ Lid \_\_\_\_\_
- 1 - Small Pot w/ Lid \_\_\_\_\_
- 1 - Large Skillet \_\_\_\_\_
- 1 – Small Skillet \_\_\_\_\_

## Additional

- 1 – Whisk \_\_\_\_\_
  - 1– Roasting Pan \_\_\_\_\_
  - 1 – Toaster \_\_\_\_\_
  - 1 – Can Opener \_\_\_\_\_
  - 1 – Ironing Board1 \_\_\_\_\_
  - 1– Iron \_\_\_\_\_
  - 1 – Bin w/Lid \_\_\_\_\_
  - 1 – Red Wagon (7 days only) \_\_\_\_\_
- (Wagon # \_\_\_\_\_)

## COOKING TOOLS

- 2 – Spoon & Slotted
- 1 – Chopping Knife
- 1 – Cutting Board
- 1 – Colander Strainer
- 1 – Measuring Cup
- 1 – Measuring Spoons

- 1 – Spatula
- 1 – Spatula Baking
- 1 – Peeler
- 1 – Paring Knife
- 1 – Tong
- 1 – Mixing Bowl

### Single Members

- 1 – Plate \_\_\_\_\_
- 1 – Cup \_\_\_\_\_
- 1 – Tablespoon \_\_\_\_\_
- 1 – Spatula \_\_\_\_\_
- 1 – Steak Knife \_\_\_\_\_
- 1 – Small Pot w/ lid \_\_\_\_\_
- 1 – Dinner Knife \_\_\_\_\_
- 1 - Fork \_\_\_\_\_
- 1 - Bowl \_\_\_\_\_
- 1 - Teaspoon \_\_\_\_\_
- 1 – Skillet \_\_\_\_\_

**AFFIRST Entered (Issued)** Name: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIRST Entered (Return):** Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## 1. LOAN LOCKER GUIDELINES:

Prior to acceptance, items must be thoroughly inspected to assure they are clean, in good working order, and not damaged. Items cannot be returned if they are cracked, chipped, dirty or otherwise not in good condition. **Proportional** repair or replacement will be assessed on any damaged or lost item. We suggest washing all dishes and other utensils before they are used. A suitable detergent and hot water (if hand washed) or an automatic dishwasher may be used. Metal baking items need to be washed by hand and dried thoroughly to prevent rusting.

**DO NOT** place any items not clearly marked as "microwave safe" in a microwave. **Remember to use your best judgement when borrowing these household items.**

Loaned items may not be loaned or transferred to another individual or family.

**\*\*\* IT IS THE BORROWER'S RESPONSIBILITY TO LOAD AND UNLOAD BORROWED ITEMS. \*\*\***

## 2. HOLD HARMLESS AGREEMENT:

The availability and loan of these items does not constitute DOD endorsement of the product or its manufacturer. The signing of this document connotes acceptance of full liability and responsibility for the use of loaned items, and for the safety of any person who uses the items. Instructions, if provided, must be read and followed. Never operate a device that you do not know how to use.

The signee agrees to hold harmless and defend the Government of the United States and all its agents, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from claimed on accounts of, or in any manner predicted on the loss or damage to the property and injuries to or death of any persons whatsoever, which may occur from the use of these items.

## 3. RETURN POLICY:

Loan items must be returned on or before the date specified in the "**DATE DUE BACK**" (Mon-Fri, 0800-1600) block on the reverse side of this page. Extensions for Loan Locker items can be requested by calling **0505-784-5440** during the MFRC hours of operation (Mon-Fri, 0800-1600). **NOTE:** Some loaned items have a high volume of demand and an extension of the loan period may not be possible. Military Family Readiness Center will provide one courtesy call or email contact to **OVERDUE BORROWERS** prior to contacting the unit First Sergeant or Commander.

## 4. CERTIFICATION:

I hereby acknowledge receipt for the items listed (in quantities stated) on the reverse of this document. My signature, when affixed, connotes my understanding and acceptance of the conditions relating to the loan, use, return, and hold harmless conditions of this agreement.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

Authority 44USC 3101

PRINCIPAL PURPOSE: To record items from the MFRC Loan Locker.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: If information is not provided, MFRC will be unable to lend you the items you desire.

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5.U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal, and/or civil penalties.

## HOURS OF OPERATION

**Monday - Friday**

**0900 - 1600**

It is best to reserve kits 24 hours prior to pick-up

**MFRC #: 0505-784-5440**

**CLOSED Holidays & PACAF Family Day**