



MARINE CORPS BALL TRANSPORTATION REQUEST FORM

2021

Office 645-7516

Submission Date:

Send to: TransportationRequest@okinawa.usmc-mccs.org

Requestor Name:	Office Phone:	Cell Phone:
Unit / Section:	Email:	
Event:	Quantity:	Vehicle Type:
Number of Passengers:		

Departure Time Line Details

Date	Pickup Location	Dep		Destination	Point of Contact	Cellular
		Time	ETA			

Return Time Line Details

Date	Pickup Location	Dep		Destination	Point of Contact	Cellular
		Time	ETA			

Additional Remarks / Notes / Details / Directions:

Note: All requests for Marine Corps Ball Transportation require a minimum 14 calendar day (2-Weeks) advance notice to schedule resources.

Balls being held at non-MCCS facilities will incur a Bus Charter Fee of \$50 per hour per bus. (Minimum 3-hour start-up fee will apply)

MCCS Bus Rules:

Rules are in place for the safety of our passenger, failure to follow the rules could result in a late to no arrival to your destination.

- >No eating, drinking, or smoking while on the bus.
- >No opening of windows; all body parts must remain inside the bus at all times.
- >All passengers must remain seated with their seatbelts fastened while the bus is in motion.
- >Please keep noise levels to a minimum.
- >Unit P.O.C.'s will be responsible to ensure all rules are adhered to and the cleanliness of the bus is maintained.