



FIELD / GYM RESERVATION GUIDELINES

All private organizations, squadrons, and DOD Identity Card holders must recognize and adhere to the following guidelines when reserving Fitness Center or sports fields.

1. Reservations can be made for use of the basketball court, aerobics room, sports fields/pavilion, Hardstand track and Heritage Park track for no more than 60 minutes. Longer durations require Fitness Center Director/Section Chief approval.
2. Requests must state date(s), time, length, purpose, organization, rank, and phone extension.
3. **Reservations must be submitted to FC Staff at least one week in advance.**
4. **Standing reservations for squadron PT will be on a first come, first served basis for a maximum of three months at a time. Renewal of standing reservations need to be established one week prior to the expiration date. Fitness Center events take priority over all new and existing reservations.**
5. Your unit is considered a “no-show” if no one shows 15 minutes after the reservation time. After two no-shows, your units reserved time will be released back into the system.
6. Personnel must show up 15 minutes prior to the start time of their reservation to assist with any setup necessary (i.e. volleyball, basketball, soccer, etc.)
7. Reservations cannot be made for the basketball court or the aerobics room during the peak hours of Monday-Friday with the exception of unit PT sessions. Fitness classes take priority and Active Duty patrons have priority based on AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.
8. The basketball court can be reserved for either half court or full court. To reserve half, you must have at least 10 participants and to reserve the full court, you must have at least 20 participants. Peak hours are as listed:
 - a. Northside: 0600-0800; 1100-1300; 1600-1800; during varsity or intramural sports, or scheduled fitness classes.
 - b. Hardstand: 0600-0800; 1100-1300; 1600-1800; during varsity or intramural sports, or scheduled fitness classes.
9. Reservations inside either fitness center involving children will only be allowed during manned hours and will follow the age policy as outlined in AFI 34-266, Table 1.1, *Age Policy*.
 - a. Hardstand, M-F, 0500-2100
 - b. Northside, M 1000-1400, Tu-Th 1100-1300 and 1400-1900, F 1000-1400
10. If you reserve the sports fields/pavilion, you are responsible for taking out the receptacles (please take recyclables to recycling). Do not leave garbage/trash stacked along receptacles or dugouts.
11. **All reservation requests must be approved by the Fitness Center Staff.** Any reservation requests that do not follow these guidelines must be approved by the Fitness Center Director/Section Chief.
12. All Classroom reservations must be approved by the Fitness Center Director/Section Chief.
13. **Reservations should not be considered approved until you receive confirmation from the Fitness Center Staff.**

Failure to adhere to these guidelines may result in loss of privileges.



Requestor Details

Name: _____ Date of Request: _____

Squadron: _____ Duty Phone: _____

Purpose: _____ Email: _____

Requested Times/Dates

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Number of Personnel

20 or less 20-40 40+

Facility Required

Hardstand Fitness Center Football Field Softball Field Heritage Park Track

Northside Fitness Center Soccer Field Pavilion Hardstand Track

Room Required

Basketball Court Aerobic Room Left Both Aerobic Rooms

Half Basketball Court Aerobic Room Right (spin) Classroom

Basketball Court Activity

Dodgeball Volleyball Indoor Soccer (Northside Only)

Basketball Circuit Other _____

Signature: _____ Date: _____

By signing my name, I certify that I have read the above guidelines. Any questions concerning these polices have been discussed. My signature also certifies my understanding of and agreement with the above.

 Fitness Center Staff Use Only

Approved Denied (If denied, reason: _____)

Fitness Center Staff Signature: _____ Date: _____

Date entered into REC Trac: _____