

CHECK IN AT THE FRONT DESK THE DAY OF THE RESERVATION



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 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, name, and phone extension.
3. Standing reservations for squadron PT will be on a first come, first served basis for a maximum of one month 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.
4. 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.
5. Personnel must show up 15 minutes prior to the start time of their reservation to assist with any setup necessary (ex. volleyball, basketball, soccer, etc.)
6. 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*.
7. 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.
8. 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.
9. **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.
10. All Classroom reservations must be approved by the Fitness Center Director/Section Chief.
11. **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.

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FIELD / GYM RESERVATION FORM



Requestor Details

Name: _____	Date of Request: _____
Squadron: _____	Duty Phone: _____
Purpose: _____	Email: _____

Requested Times/Dates

Start Date: _____	Start Time: _____	End Date: _____	End Time: _____
Monday	Tuesday	Wednesday	Thursday
			Friday

Number of Personnel

20 or less 20-40 40+

Facility Required

<input type="checkbox"/> Hardstand Fitness Center	<input type="checkbox"/> Football Field	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Heritage Park Track
Northside Fitness Center	Soccer Field	Pavilion	Hardstand Track

Room Required

<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Aerobic Room Left	<input type="checkbox"/> Both Aerobic Rooms
Half Basketball Court	Aerobic Room Right (spin)	Classroom

Basketball Court Activity

<input type="checkbox"/> Dodgeball	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Indoor Soccer (Northside Only)
<input type="checkbox"/> Basketball	<input type="checkbox"/> Circuit	<input type="checkbox"/> 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.

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----- Fitness Center Staff Use Only -----

Approved Denied (If denied, reason: _____)

Fitness Center Staff Signature: _____ Date: _____

Date entered into REC Trac: _____

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General rules of engagement:

- a. These rules of engagement must be read and initialed, as confirmation of understanding said written rules. Failure to comply with these rules of engagement will be reported to appropriate leadership and may result in revocation of any future reservation privileges.
 - b. Facilities named below may be reserved for official functions such as squadron physical training, commander's calls, training classes, resiliency or morale events, etc. Facilities may not be reserved for private functions to include birthday parties, wedding receptions and baby showers.
 - c. Official Fitness Center business, such as classes, training, etc. take priority over all other functions, and the Fitness Center Staff reserve the right to cancel reservations at any time.
 - d. Do not advertise your event until the reservation has been approved by the Fitness Center.
 - e. Smoking or vaping is NOT permitted anywhere in the complex/facility. Please ask about designated smoking areas when making your reservation.
 - f. Clean-up is the user's responsibility. Clean-up must be completed by end of your event.
 - g. Requesting agency/POC is responsible for bringing all additional required items for their event, unless the Fitness Center can provide the items requested.
- h. Reservations are available during the week ONLY. If making a reservation for the classroom(s) or court(s) during unmanned hours, ALL attendees must scan in with their 24/7 access card. If attendees do not have a registered access card or are under the age of 18, the name(s) and contact/legal guardian's information of each attendee must be provided by 1400 on the last business day prior to the reservation date. If all attendees do not scan in or name(s) of attendee(s) are not provided prior to cut off date, entrance into the facility will be considered a violation and the individual(s) responsible for the event will have their access rights temporarily revoked as agreed upon in the Statement of Understanding (SOU) signed during 24/7 registration.**

Pavilion (BBQ area): ***Initial areas applicable to your event***

- a. Turn off lights after your event. Unplug any electronic equipment or appliances that you might have used and remember to take them with you.
- b. All trash must be emptied out daily or at the end of the event for one day events.
- c. Do not slide the benches along the floor--**PICK THEM UP TO MOVE THEM.**
- d. You may change the layout into any arrangement you need for your function; however, the benches must be returned to the original set-up after clean-up.
- e. Remove all decorations, tape, strings, paper clips that you brought with you.
- f. Requesting agency/POC is responsible for bringing all required items for their event to include BBQ supplies.

Fields:

- a. It is prohibited to alter the natural look of the fields.
- b. Driving and parking on the grass is prohibited under any non-emergency circumstances. All ruts must be filled in as soon as possible.

Classroom:

- a. Turn off lights after your event. **DO NOT** unplug any electronic equipment or appliances.
- b. All trash must be emptied out daily or at the end of the event for one day events.
- c. Do not slide the tables along the tile floor--**PICK THEM UP TO MOVE THEM.**
- d. You may move tables and chairs in the classrooms into any arrangement you need for your function; however, the tables and chairs must be returned to the original set-up after clean-up.
- e. Remove all personal decorations, tape, strings, paper clips, etc. and take them with you or properly dispose of them.
- f. Requesting agency/POC is responsible for bringing all required items for their event to include admin supplies.

Courts/aerobic room/spin room:

- a. No food, glass, or any other beverages (**store them on the bleachers**).
- b. No Pets. No bicycles, roller blades, skateboards, or any other equipment that can damage the floors. Proper footwear is required at all times. Do not hang on rim in the basketball court.

Signature: _____ Date: _____

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