



DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAF)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM

12 December 2025

MEMORANDUM FOR RAFM FITNESS CENTER PATRONS

FROM: 100 FSS/FSVS

SUBJECT: Fitness & Sports Reservation Policy

1. Reservations procedures:

- Reservations may be made up to 30 days in advance and no less than 24 hours prior. Requests may be submitted via: 01638543735, DSN: 238-3735, or email: 100fss.fsvs.fc@us.af.mil
- Reservations are limited to a maximum of one (1) hour. Requests exceeding one hour require manager approval via email to our org box 100fss.fsvs.fc@us.af.mil
- For major events, submit reservation form to 100fss.fsvs.fc@us.af.mil 90 days prior for manager's approval. Form can be found at www.100fss.com
- Weekends: First come, first served, except for major events approved by Manager
- Availability: Mon-Fri, 0600-2100, except as identified below for each section
- No-Shows: After 15 minutes, your reservation will be forfeited if no one shows up

Hardstand Fitness Center:

- **Basketball Court:**
 - Designated Unit PT: Monday, Wednesday, & Friday 0600-0900
 - Half Court: fewer than 20 participants
 - Full Court: 20 or more participants
 - HAMR PT Testing: Court B only, Tuesday & Thursday 0600-0900
 - **NO RESERVATIONS** unless approved by Manager: Monday – Friday: 1600-1800
- **Spin & Aerobics Room:** Case by case basis; not available during scheduled classes
- **Classroom:** Reservations required via 100fss.fsvs.fc@us.af.mil, Monday – Friday only
- **Pavilion (BBQ Area):** Reservations required via 100fss.fsvs.fc@us.af.mil, anytime
- **Fields:** Reservations required via 100fss.fsvs.fc@us.af.mil, anytime

Reservation Priority:

- Fitness Center Events/Intramural Sports
- Group Exercise Fitness Classes
- Fitness Assessment Cell (FAC) - Priority for Indoor/Outdoor Track/PT Testing Room.
- General Reservations

Facility Guidelines:

- Users will respect the facility/area and other patrons
- Appropriate attire and footwear are required in all activity areas
- Patrons must clean equipment/area after use including trash
- Food and open drinks including alcohol are NOT permitted in the fitness facilities, except water

2. For more information regarding this policy, please contact the Fitness Director at DSN 238-3743 or the Assistant Fitness Director at DSN 238-7162.

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Date: 2025.12.17 14:20:28 Z
BYRON L. LARREA, MSgt, USAF
Section Chief, Fitness & Sports



FACILITY RESERVATION REQUEST

NOTE: This form is digitally signable. All patrons must check in at the Front Desk on the day of reservation.

1. REQUESTOR INFORMATION

Name: _____

Date: _____

Squadron: _____

Number: _____

Email: _____

Purpose: _____

2. REQUESTED DATE(S) & TIME(S)

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

Days (check all that apply): Mon Tue Wed Thu Fri Sat Sun

3. NUMBER OF PARTICIPANTS

Less than 20 20 or more

4. AREA REQUESTED

Hardstand Fitness Center

Football Field Softball Field Soccer Field Heritage Park Track
 Hardstand Track Pavilion Basketball Court (Full) Basketball Court (Half)
 Aerobic Room (Left) Aerobic Room (Right) Aerobic Room (Both) Classroom

5. ACTIVITY TYPE

Basketball Volleyball Dodgeball Circuit Training Indoor Soccer Other

6. CERTIFICATION

I certify the information provided is accurate and I agree to comply with all facility policies.

Signature: _____

Date: _____

FITNESS CENTER STAFF USE ONLY

APPROVED: _____ DENIED: _____ (Reason if denied): _____

Fitness Staff Signature: _____

Date: _____

Date entered into RecTrac: _____