



**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: _____