



## 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, War Fit Pavilion, Foot track and 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: [19FSS/fsvfitness@us.af.mil](mailto:19FSS/fsvfitness@us.af.mil)**
4. **Standing reservations for squadron PT will be on a first come, first served basis for a maximum of one month at a time, up to three months in advance. 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 (ex. 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:
9. 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.
10. **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.
11. All Classroom reservations must be approved by the Fitness Center Director/Section Chief.
12. **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.**



# 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: \_\_\_\_\_

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

## Number of Personnel

20 or less  20-40  40+

## Facility Required

Basketball Court 1  Football Field  Softball Field 2  Racquetball Court  
 Basketball Court 2  Softball Field 1  War Fit Pavilion  War Fit Track

Basketball Court Full  Aerobic Room Left  Both Aerobic Rooms  
  Aerobic Room Right (spin)  Classroom

## Basketball Court Activity

Dodgeball  Volleyball  Indoor Soccer  
 Basketball  Circuit  Other \_\_\_\_\_

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 of and agreement with the above.

Fitness Center Staff Use Only

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Approved  Denied (If denied, reason: \_\_\_\_\_ )

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Fitness Center Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fitness Center Director/NCOIC \_\_\_\_\_ Date \_\_\_\_\_  
(needed for reservations over 60 minutes)