

FITNESS & SPORTS FACILITY RESERVATION POLICY r7/10/24

Eligibility: Only the following recognized groups, listed in priority order, may reserve facilities. All others with a valid ID card will be allowed to utilize the facilities on a first come first served basis. **FSS programs have precedence over all categories and may bump other events in rare cases.**

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|-------------------------------|----------------------------|----------------------------|
| 1. Squadron Physical Training | 2. Intramural Teams | 3. Youth Center Programs |
| 4. Varsity Teams (if funded) | 5. Other base groups/clubs | 6. Private Org Fundraisers |

Procedures:

1. **Squadrons** wishing to reserve the facility for an **organized structured** physical training must submit a request by the **10th of Dec, Mar, Jun and Sept** for the next quarter, endorsed by their squadron leaders. PT reservations require a minimum of 50 persons participating for use of the whole gym floor and 49 and below use of half the court, and are limited to two hours per week. Squadron PT may not be conducted during peak times of 1600-1900 hrs. All requests must be approved by the Fitness Dept. Requests received past set quarter deadlines lose priority listing. Squadron PT requests are valid for the quarter. **Basketball & Volleyball are NOT considered PT but instead are "recreational" activities.** The softball fields are not open to squadron/flight PT unless it's for Softball/Baseball/Kickball.
2. Use of the **Aerobic & cycling rooms** is limited to aerobic activity only. The group leader must be a nationally certified fitness instructor with proof of certification and CPR qualified. Group leaders are responsible to clean and properly store equipment after use. One warning will be issued, and a second violation will result in privileges being revoked.
3. **Intramural and Recreational** teams may reserve one facility for one hour at a time, not to exceed two hours a week if fully booked. Coaches or other designated person will submit a request a minimum of one week prior to the request date. Reservation must be supported with a minimum of 6 persons at attendance. **Due to space limitations only half court reservations**
4. **Varsity teams** may reserve the facility for 1 hour at a time, not to exceed three practices a week or two 1.5 hour reservations. Practice times will be coordinated through and scheduled by the Sports Director. Varsity teams may schedule for full or half court reservations depending on availability, unless conducted on a weekend.
5. **Other base groups or clubs** will be considered on a case by case basis. In order for a group to be eligible to reserve the facility, ninety percent of participants must possess a valid DOD identification card to be presented upon request. Any exceptions must be approved by the Fitness and Sports Director.
6. **Private Org/Squadron fundraiser** events should be submitted at least 2 months in advance. Sometimes a request will be submitted with a staff summary sheet to ensure that proper coordination has been made with other base agencies. **Do not advertise fundraisers without signed authorization for facility clearance.** Groups do not have access to fitness center supplies, equipment or staff. Groups must be self-contained and provide all their own tools and supplies. IAW AFI 34-223, paragraph 11, "POs must furnish their own equipment, supplies, and other materials". Private organizations are not a part of the Department of Defense or any of its components and have no governmental status. All requests must be approved by Fitness Center Director.
7. **Fitness Staff Controls:** Fitness Staff has the right to cancel any reservation with notice to the squadron/team POC. Cancellations may be necessary for many reasons such as safety conditions, special fitness programs, or errors in scheduling. Any time a reservation does not meet minimum participation requirements, or a total of 5 people has not shown for the reservation at 10 minutes past the scheduled time, the Fitness Staff will open the facility to any other customer to use.

FROM: _____ / _____
(Name of Team / Organization) (Requestor Name, Rank, Duty phone)

Requestor's email: _____

Requestors Status (circle one): AD AD Dependent GS/NAF Civ Reserve Retiree Retiree Depend

SUBJECT: Sports & Fitness Facility Reservation

1. Request permission to reserve: _____ # of People

_____ Gym 1 full / half court	_____ Gym 2 full / half court	_____ Soccer Field * (by Outdoor Rec)
_____ Aerobic Floor	_____ Martial Arts area	_____ American Field (by carwash)
_____ National Softball Field	_____ Johnson Softball Field	_____ Tennis Court (by bowl)
_____ North Gate Track	_____ Fitness Center Track	_____ Other (fun run) _____
_____ Red pad next to Jungle	_____ Stretching room	_____

on _____ / _____ / _____ at _____ to _____ of activity:
(day i.e Monday) (number date) (month) (hour) (hour)

_____ Intramural Team Practice or Recreational play
_____ Varsity Team Practice
_____ Squadron PT - **REQUIRES SQUADRON CC, Chief, or First Sergeant SIGNATURE (see conditions)**
_____ Other Base Group - Describe Activity: _____
_____ Squadron Fundraiser – Describe Activity: _____

***Note – If reserving soccer field for special event, plan on securing porta potties, OAP facilities cannot support.**

Squadron CC, Chief, of First Sergeant signature Date

SUBMIT TO FITNESS CENTER STAFF

----- For Fitness Center Staff use only below this line -----

Staff member's initials receiving request _____ Date received _____

Schedule review: _____ Schedule clear-penciled in
_____ Rescheduled to another time: _____ facility: _____
_____ Schedule not clear – recommend disapproval

NCOIC/Sports Director Date

Fitness Program Coordinator Date

Fitness & Sports Center Director Date