

# FITNESS & SPORTS FACILITY RESERVATION POLICY

**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.

1. Squadron Physical training
2. Intramural/recreational Teams
3. Varsity Team
4. Other base groups
5. Squadron Fundraisers

## Procedures:

### **All reservation must be sent at least 24 hours in advance**

1. **Squadrons** wishing to reserve the facility for an **organized structured** physical training must submit a request by the **10<sup>th</sup> of Dec, Mar, Jun and Sept** for the next quarter, endorsed by the squadron commander. 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 1 hour per day, twice a 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.** 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. Coaches or other designated person will submit a request through this form. Reservation must be supported with a minimum of 6 persons in attendance. Due to space limitations, reservations for team sports may be limited to half court.
4. **Varsity teams** may reserve the facility for **1.5 hours** at a time, not to exceed two practices a week. Varsity practices may be half court reservations, depending on availability unless conducted on weekends.
5. **Other base groups** 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. **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 must be self contained and provide all their own tools and supplies. Groups do not have access to fitness center supplies, equipment or staff. All requests must be approved by Fitness Center Director.

## 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 have not shown for the reservation at 10 minutes past the scheduled time, the Fitness Staff will open the facility to any other customer for use.

**Email address: 31FSS/Fitness (outlook address list) or  
31fss.fitness@us.af.mil**

From: \_\_\_\_\_ / \_\_\_\_\_  
(Name of Team / Organization) (Requestor Name, Rank, Duty phone)

Requestor's email: \_\_\_\_\_

SUBJECT: Sport & Fitness Facility Reservation  
TO: 31 FSS/FSVS

1. Request permission to reserve: \_\_\_\_\_ # of People
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Field 3                                       | <input type="checkbox"/> Running Track                                      | <input type="checkbox"/> Dragon Gymnasium |
| <input type="checkbox"/> Field 4                                       | <input type="checkbox"/> 5 K Trail ( <input type="checkbox"/> Arch request) | <input type="checkbox"/> Wyvern Turf      |
| <input type="checkbox"/> Field 5                                       | <input type="checkbox"/> Racquetball Court 1                                | <input type="checkbox"/> Wyvern Gymnasium |
| <input type="checkbox"/> Field 6                                       | <input type="checkbox"/> Racquetball Court 2                                | <input type="checkbox"/> Wyvern Mezzanine |
| <input type="checkbox"/> Football Field                                | <input type="checkbox"/> Aerobic Room                                       |   |
| <input type="checkbox"/> Cycling Room (Cert. Instructor Name Required) | _____   |   |

On \_\_\_\_\_, at \_\_\_\_\_ - to \_\_\_\_\_  
(Mon, Tue, Wed...) Start Date End Date Hour Hour

2. For the following activity:
- Intramural
  - Varsity Team Practice
  - Squadron PT - **REQUIRES SQUADRON COMMANDER SIGNATURE (see conditions)**
  - Flight PT - **DOESN'T REQUIRE SQUADRON COMMANDER SIGNATURE**
  - Other Base Group - Describe Activity: \_\_\_\_\_
  - Squadron Fundraiser - Describe Activity: \_\_\_\_\_

\_\_\_\_\_  
Requestor's/Squadron Commander's signature Date

**Submit to the Fitness Center Staff**

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

Staff member's name receiving request \_\_\_\_\_ Date received \_\_\_\_\_

- Schedule review:
- Schedule clear
  - Rescheduled to another time: \_\_\_\_\_ facility: \_\_\_\_\_
  - Schedule not clear – recommend disapproval

\_\_\_\_\_  
Fitness Dept./Operations Dept. signature

**Start/finish Arch** (Must be approved by Fitness Center Director - not authorized for use for private orgs or for fundraising events)

Approved  Disapproved - Fitness Center Staff POC for Arch: \_\_\_\_\_

\_\_\_\_\_  
Fitness Center Director signature