



Reservation Request Form

Elmendorf Fitness Center

9510 22nd St. JBER, AK 99506
(907)552-3624 elmendorffitnesscenter@us.af.mil



Reservation Policies:

- Requests must be submitted at least two duty days in advance; FC Staff may take up to two duty days to reply to requests.
- Reservations for the upcoming month may not be made until the 20th day of the month prior.
- Reservations are not confirmed, or space guaranteed until customer receives written approval of space and time from FC Staff.
- All reservations limited to 90 minutes.
- Patrons must be on site within 10 minutes of start time or the requested space will be opened up for first come first served use.
- Use of this form is required. Physical copies available at Front Desk, digital copies available at JBERlife.com
- Forms can be submitted electronically to elmendorffitnesscenter@us.af.mil

Reservation Request Information:

Purpose of Reservation:

Date Requested:

Monthly Unit Request:

Begin/End Time (Begin on the hour or half hour only):

Requested Area:

Approximate Number of Personnel:

Activity:

Reoccurring Unit Physical Training (Max 3 days per week unless approved by Fitness Director):

Days of the Week: *Mon* *Tue* *Wed* *Thu* *Fri* *Sat* *Sun*

Customer Information:

Rank, Name: _____

Rank, Name: _____

Unit: _____

Unit: _____

Duty Phone: _____

Duty Phone: _____

E-mail Address: _____

E-mail Address: _____

I understand that my reservation is not final or approved until I receive confirmation from Elmendorf Fitness Center.

Signature of requester: _____

Staff Use Only:

Staff Member: _____ Date/Time Received: _____

1. Reservation schedule clear at requested time: Yes No

2. Enter date, time, location of reservation.

3. Reservation moved to another Time: _____ Location: _____

4. Date Customer Contacted and method of contact

5. Special request that requires Fitness Center Leadership Approval:

Manager Approval _____ Date: _____