

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:

1. **Squadrons** wishing to reserve the facility for an **organized structured** physical training must submit a request by the 10th of Dec, Mar, Jun, 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 two hours per week. Smaller groups are asked to reserve the aerobics room or combine PT times with other units. Squadron PT may not be conducted during peak times of 1100-1300 & 1600-1900 hrs. All requests must be approved by the Fitness Dept. Squadron PT requests are valid for the quarter. Basketball & volleyball are **NOT** considered PT.
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. Instructors must provide their own headsets in order to use our audio equipment; otherwise, instructor may bring their own boom box for their convenience. 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 to the corresponding facility (Dragon or Falcon Center). 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 hour at a time, not to exceed three practices a week or 1.5 hrs for 2 times 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 has 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.

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

SUBJECT: Sports & Fitness Facility Reservation

TO: 31 FSS/FSVS

1. Request permission to reserve:

- | | | |
|------------------------|---------------------------------|---------------------------|
| _____ Dragon Gymnasium | _____ Falcon Gymnasium | _____ Soccer Field |
| _____ Aerobic Floor | _____ Cycling room | _____ Falcon martial arts |
| _____ Field 3 (game) | _____ Field 4 (game) | _____ Field 5 |
| _____ Field 6 | _____ Falcon Elite Fitness Area | |

on _____, _____, _____ **at** _____ **hrs to** _____ **hrs**
(day of the week- mon, tues,) date month (hour) (hour)

for the following activity:

- _____ **Intramural/Recreational Team Practice**
- _____ **Squadron PT - REQUIRES SQUADRON COMMANDER SIGNATURE (see conditions)**
- _____ **Other Base Group - Describe Activity:** _____
- _____ **Squadron Fundraiser – Describe Activity:** _____

Squadron Commander’s signature _____ **Date**
(only for squadron PT)

Staff member’s initials receiving request _____ **Date received** _____

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

Fitness Dept/Operations Dept – Squadron PT approved/reviewed _____ **Date**

Fitness Center Director – Other Groups/fundraisers approved/reviewed _____ **Date**