

# **McChord Field Fitness Center Reservation Form**

1. Unit requesting the facility \_\_\_\_\_
2. Date and time unit is using the facility \_\_\_\_\_
3. List of Item(s) that we may provide \_\_\_\_\_
4. Indicate the area that you want to reserve: (You may only reserve one area for PT time frame)
 

<input type="checkbox"/> Aerobics Floor	<input type="checkbox"/> St Helen Softball Field (Left)	<input type="checkbox"/> Wallyball Court
<input type="checkbox"/> Basketball court	<input type="checkbox"/> Baker's Softball Field (Right)	<input type="checkbox"/> Rainier Field (Soccer/Football)
<input type="checkbox"/> Pub & Deli Softball Field	<input type="checkbox"/> Racquetball Court	<input type="checkbox"/> Volleyball (Outdoor)
<input type="checkbox"/> FAC TRX	<input type="checkbox"/> Volleyball Court (Indoor)	<input type="checkbox"/> Tennis Court
<input type="checkbox"/> Other (Specify) _____		
5. What will the facility be used for?
 

<input type="checkbox"/> Unit PT	<input type="checkbox"/> Recreation	<input type="checkbox"/> Practice
<input type="checkbox"/> Ceremony	<input type="checkbox"/> Other (Specify) _____	
6. Approximate number of individuals participating: \_\_\_\_\_
7. Unit Point of Contact (POC): Who will be present & supervising the activity \_\_\_\_\_
8. POC Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

## **REQUESTING UNIT MUST ADHERE TO THE FOLLOWING GUIDELINES**

The person in charge of the group will identify themselves to the facility staff member on duty, to take direction and provide control.

Activities will be coordinated, organized and supervised at all time.

If required by the Facility Manager, unit will provide a supervised detail to setup and tear down. Units will police the facility before departing.

If unit cannot use the facility, during the time frame reserved, notification to the facility must occur prior to the reserved time. Failure to meet the reservation guidelines may result in forfeiture of reservation. (See next page for more info)

\_\_\_\_\_  
NAME AND RANK (E-7 and above) (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### **FOR FITNESS STAFF USE ONLY**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

APPROVED     DISAPPROVED

Reservations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval Reason: \_\_\_\_\_

Facility Manager: \_\_\_\_\_ Date: \_\_\_\_\_

1. Reservation forms can be found at: [http://www.jblmmwr.com/fit\\_main.html](http://www.jblmmwr.com/fit_main.html)
2. Once complete, please return your reservation form to McChord Fitness Center or e-mail. ( [joshua.gibson.12@us.af.mil](mailto:joshua.gibson.12@us.af.mil) or [erika.ledezma\\_martinez@us.af.mil](mailto:erika.ledezma_martinez@us.af.mil) )
3. Fitness Manager MWR JBLM: Cc [nicol.a.sarrette.naf@mail.mil](mailto:nicol.a.sarrette.naf@mail.mil))
4. For **ORGANIZED PHYSICAL TRAINING:**
  - a. Units will submit a written request and will be considered on a first come first reserved basis (no more than one month per submission).
  - b. Full court reservations will be considered on a case-by-case basis and must be approved by the Facility Manager.
  - c. Reservations will be limited to two days per week.
  - d. Physical training time will not exceed one hour per day.
  - e. Units will designate dates/times desired, approximate number of participants, unit POC and who will supervise the activity.
5. For **ORGANIZATIONAL ACTIVITIES:**
  - a. Units must submit a request at least 30 days prior to the event.
6. For **INTRAMURAL PRACTICES:**
  - a. Units will submit a written request.
  - b. One hour per week can be reserved for practice.
7. **BASKETBALL COURT:**
  - a. Side A will remain open from 1100-1300 and 1700-1900 as a challenge court.
8. **ADDITIONAL INFORMATION:**
  - a. Individuals with athletic shoes that will leave marks on the floor are prohibited on the racquetball courts or participating in activities on the gymnasium floor.
  - b. If units do not show up within the first 15 minutes of their reservation time, the area will be open to public use on a first come first serve basis. Five players for basketball and six for volleyball will maintain the reservation.
  - c. Units **cannot** use a field that is being prepared for a game.
  - d. No animals are allowed in sports field areas.
  - e. Alcoholic beverages are prohibited.
  - f. Units will lose the right to reserve a facility for up to a month if they do not use a reserved space.
  - g. Damage to any reserved area by a unit will result in loss of privileges for a period of 30-90 days at the discretion of the Sports Director.
  - h. **Reservation must be signed by an individual with the rank of E-7 or above.**
9. For more information please contact SrA Hall or SrA Superville at 982-6707.
10. **Reservations must be turned in 48 hours prior to desired date/time.**