

HURLBURT FIELD FITNESS CENTER RESERVATION REQUEST

TODAY'S DATE: _____ REQUESTED DATE: _____ START TIME: _____ END TIME: _____

****RESERVATIONS CAN ONLY BE MADE 1 WEEK IN ADVANCE AND CANNOT BE MADE DURING PEAK HOURS AT ANY FITNESS FACILITY****

Peak Hours: Monday-Friday 0500-0800/1500-1900

REQUESTOR: _____ RANK: _____ DSN: _____ CELL: _____

E-MAIL: _____

REQUESTOR: _____ RANK: _____ DSN: _____ CELL: _____

E-MAIL: _____

UNIT/ORGANIZATION: _____ EXPECTED NUMBER OR PARTICIPANTS: _____

TYPE OF EVENT: REGULAR __ UNIT PT __ SPECIAL EVENT __ TEAM PRACTICE __ ****FUNDRAISER __ (SEE NOTE 10)**

INDOOR VENUES

ADERHOLT BASKETBALL COURTS	A B	RIPTIDE MULTI- PURPOSE ROOM	ADERHOLT GROUP FITNESS ROOM
ADERHOLT SPIN ROOM		SPIN INSTRUCTOR	
COMMANDO RACQUETBALL COURTS	A B		

OUTDOOR VENUES

SOFTBALL FIELD	1 2	SOCCER/FOOTBALL FIELD	ALPHA WARRIOR PAD
RIPTIDE BEAVER FIT PAD		RIPTIDE COMBAT FIT PAD	HOCKEY RINK

*****Email request to 1SOFSS.FSVS.FitnessCenter@us.af.mil*****

RESERVATION POLICY--PLEASE READ AND INITIAL:

- ____ 1. Reservations must be submitted at least 3 duty days, but no earlier than 1 week prior to event. Please allow 2 duty days for response and approval.
- ____ 2. Reservations cannot be made during fitness center peak hours.
- ____ 3. I understand I am liable for any damage incurred to property, facility or equipment while in my possession.
- ____ 4. Alcohol is NOT PERMITTED in/on the fitness center complex. (To include the Softball Field, Soccer Field, and Basketball Court)
- ____ 5. Animals are not permitted in/on or around the fitness center complex (To include the Softball Fields, Soccer Field, and Basketball Court).
- ____ 6. The using unit/organization is responsible for set-up/tear-down and cleaning of the area TO INCLUDE TRASH REMOVAL during use of outdoor facilities. Noncompliance will result in disapproval of further unit/organization reservation requests.
- ____ 7. Reserved courts, fields or rooms will return to an available status in the event of a no show. (15 min grace period)
- ____ 8. Reservations are subject to change or cancellation as mission requires, at any time at the discretion of the fitness center management. A staff member will make every attempt to notify the requestor as soon as possible, should this occur.
- ____ 9. I will contact a Fitness Center staff member immediately if I have any concerns regarding my reservation.
- ____ 10. All fund raisers must be approved by the 1 SOFSS/FSVS.
- ____ 11. All reservations will be canceled during HURCON 3 and above.
- ____ 12. I have read and understand the Hurlburt Field Fitness Center and Sports Complex Reservations Policy.

SIGNATURE OF REQUESTOR

DATE/TIME

REQUEST IS: APPROVED
 DISAPPROVED

FITNESS CENTER RESERVATION POC

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