

HURLBURT FIELD FITNESS CENTER RESERVATION REQUEST

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

In an effort to maintain fairness, units will not be allowed to keep a standing reservation at the same location for multiple weeks in a row.

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)

VENUES

Softball Field

1
2

Half Soccer/
Football Field

Half Indoor
Basketball Court

To make Wally Ball reservations please contact the Commando Fitness Center directly at 884-4412

Equipment requested and/or additional notes

If you have any questions in regards to filling out this form please contact Hurlburt Field Sports and Events at 850-884-6876

****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 for full field/court unless included in notes and approved by Director.
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 fundraisers must be approved by 1 SOFSS/FSVS and 1SOFFSS/FSR.
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

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