

# 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 5 duty days, but no earlier than 2 weeks prior to event. Please allow 3 duty days for response and approval.
2. Reservations cannot be made for full field/court unless included in notes and approved by Director. Reservations may not be longer than 1 hour without approval from the 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. Team practices will be limited to 1 per week throughout the season to ensure fairness.
11. All fundraisers must be approved by 1 SOFSS/FSVS and 1SOFFSS/FSR.
12. All reservations will be canceled during HURCON 3 and above.
13. 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\*\*\***