

USAG HUMPHREYS SITMAN FITNESS CENTER

CONEX RESERVATION

***This is only for a request.** It is the responsibility of the requestor to ensure the request is approved or denied through the proper approving official. A two week grace period is recommended. Reservations are subject to availability or cancellation. Before reservation, you have to take the orientation by MWR staff or class as "CTC". MWR Programs and Command Group has PRIORITY. First come, first serve*

Prerequisite training	Reservation CONEX (LOCATION)	WEEKDAY	WEEKEND
Orientation(15min) By Sports Staff		0530-0830	0900-1130
	B -conditioning	0840-1200	1200-1430
	C -strength	1230-1600	1500-1630
	On Tuesday, Only two time 0530-0830, 1630-2000 are available.	1630-2000	

Unit/Organization

Point of Contact (Last Name, First name)

Rank/Grade

Cellular Phone

Work Phone

POC E-Mail Address

Alternate POC (Full Name)

Alternate E-Mail Address

Alternate Cellular Phone

Active Duty

of Other

Total Number of Participants

Unit's 1SGT/CSM/CDR/Director

Requested Date(s) and time: _____

Requester(s) agree to the following conditions for use of the Conex and equipment:

- 1) No reservation before 0530 on weekday, 0900 on weekend
- 2) Equipment must stay at the Conex. It cannot be transported to another location (i.e. Balboni Field).
- 3) Requester(s) may not be able to use it on that day depending on weather conditions at the time of reservation. (Rain, Typhoon, Severe heat)
- 4) Requestor(s) have to be over 18years old and reserve only One Conex. The minimum number of people to use the Conex is 8 on PRT time during weekday.
- 5) Requestor(s) have to take the orientation from SFA staff.
- 6) Requester(s) are responsible for issue and turn-in the key and all equipment in the Conex. Clean/dry equipment in place and return the key to the front desk. Report any deficiencies to the staff and in writing.
- 7) All cancellations will be made in writing/email to the Sports/Fitness Staff Office a minimum of 48 hours prior to reservation. Failure to cancel or a no show situation may result in a reservation suspension for the Unit in violation of this agreement.
- 8) Pets are NOT allowed at any facility/fields. All persons smoking must be at least 50 feet away from the facility. Alcohol consumption requires a memo to MWR Director with Commander's signature.
- 9) Requester(s) are responsible for all damages and must notify the MWR Strength and conditioning coach of all mishaps or broken equipment during the approved usage. If damage is noted requester(s) will be held liable to restore facility/equipment to its original state.
- 10) Requester(s) must furnish their own activity-specific equipment, expendable/consumable products and other supplies for functions/ events held in (or on) MWR facilities. Use of miscellaneous equipment located in (or on) a MWR Facility must be approved by the Strength and conditioning coach.
- 11) MWR will not be responsible for damaged, lost, or stolen personal equipment/supplies of the requester(s). please check the checklist and back to SFA staff to protect your right.
- 12) Leave the Conex utilized to include outside area in the same condition of cleanliness as found and that all debris resulting from usage will be properly disposed of in trash receptacles.
- 13) Ensure that all DFMWR and sports, fitness, & aquatics rules/regulations are followed.
- 14) No tactical vehicles or POVs on the field.
- 15) I am fully aware my reservation request does not have first priority, Garrison Command group and FMWR programs/events have priority and that my request can be cancelled with/without notice. I agree to make every effort to find and schedule an alternate location if unplanned requirements occur.

Requestor(s) Signature: _____ Date: _____

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Staff Name: \_\_\_\_\_ Date/Time Received: \_\_\_\_\_