



USAG HUMPHRESY
SITMAN FITNESS CENTER & BALBONI SPORTS COMPLEX
RESERVATION FORM

(All reservation are to be made during staff hours 8 a.m. - 4 p.m. Mon-Fri)

Event/Activity date:	Reservation made date:
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Beginning time:	End time:
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BALBONI SPORTS COMPLEX	
Softball Field #1 (#6762)	Softball Field #3 (#6753)
Softball Field #2 (#6764)	Softball Field #4 (#6752)
Soccer Field (#6760)	Pavilion Area (#6756)

SITMAN FITNESS CENTER
Basketball court
Combative room

FOOTBALL FIELD THROUGH 8A:

<https://armyeitaas.sharepoint-mil.us/sites/USARPAC-8A/SitePages/Balboni-Field-Reservations.aspx>

TYPE OF ACTIVITY / FUNCTION: _____

ESTIMATED ATTENDANCE: _____ UNIT/ ORGANIZATION: _____

POC	Name (print clearly)	Email: (print clearly)	Phone #:
Primary			
Alternate			

The requester(s) agree to the following conditions in order to reserve/use the facilities/space requested:

- 1) Reservations only from 0800-1700 Monday - Friday. First come, first served all other times including weekends and holidays.
- 2) 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.
- 3) Pets are **NOT** allowed at any facility/fields.
- 4) 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.
- 5) Requester(s) are responsible for all damages and must notify the MWR Facility Manager 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.

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- 6) 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 Sports/Fitness Staff Office.
- 7) Eating food is **prohibited** in or on the turf fields, combative room and basketball court.
- 8) Personal grills must be removed at the conclusion of the reservation.
- 9) MWR will not be responsible for damaged, lost, or stolen personal equipment/supplies of the requester(s).
- 10) Leave the space utilized to include restrooms and community areas in the same condition of cleanliness as found and that all debris resulting from usage will be properly disposed of in trash receptacles. (Fees may be assessed)
- 11) Ensure that all DFMWR and sports, fitness, & aquatics rules/regulations are followed.
- 12) **No** tactical vehicles or POVs on the turf field.
- 13) Children 15 and under must be under the supervision of an Adult at all times.
- 14) MWR is not liable for any illness or consumption of outside food/beverage. Non-MWR catering services/food & beverage must be approved by FMWR Director.
- 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.

By signing this form, you fully agree to all statements above and repercussions if not followed.

Requestor(s) Signature: _____ Date: _____

Staff Name: _____ Date Received: _____ RecTrac Date: _____

Supervisor Approval Signature: _____ Date: _____