



USAG HUMPHREYS SPORTS, FITNESS & AQUATICS INDOOR/OUTDOOR SPACE RESERVATION REQUEST



Submission of request form does not guarantee space availability or automatic authorization for use. Requests must be submitted at least three business days in advance. Reservation requests must be submitted in person at the respective fitness center managing the requested space or via email to corresponding POC(s) below.

SITMAN FITNESS CENTER (BLDG #6815)	COLLIER FITNESS CENTER (BLDG #1949)	ZOECKLER FITNESS CENTER (BLDG #1296)	TURNER FITNESS CENTER (BLDG #2063)
Basketball Court	Basketball Court 1	Basketball Court 1	Aerobics Room
Racquetball Court	Basketball Court 2	Basketball Court 2	Conference Room
Combative Room	Basketball Court 3	Combative Room	
Fit Box 1	Racquetball Court 1	Aerobics Room	
BALBONI SPORTS COMPLEX	Racquetball Court 2	Fit Box 2	
	Aerobics Room A	ZOECKLER MULTIPURPOSE FIELD	
Soccer Field	Aerobics Room B		
Softball Field 1	Conference Room	Multipurpose Field A	
Softball Field 2	Fit Box 3	Multipurpose Field B	
Softball Field 3	SOLDIER FIELD COMPLEX		
Softball Field 4			
Football Field A	Soldier Football Field		
Football Field B	Soldier Softball Field 1		
Football Field C	Soldier Softball Field 2		
Pavilion (adjacent Football Field)			

Requested Date	Requested Times (start and finish)	Type of Function	
Point of Contact (Full Name, Rank/Grade)	POC Phone	POC Email	
Alternate POC (Full Name, Rank/Grade)	Alt. POC Phone	Alt. POC Email	
Unit/Organization	Unit's 1SGT/CSM/CDR/Director	Estimated Attendance (total)	Estimated Active Duty

By signing this form and placing this request, I understand, acknowledge and will adhere to the below:

1. Reservations are authorized from 0800 – 1700 Monday through Friday. All other times including weekends and US Holidays, spaces are first-come, first-served. Exceptions apply for Zoeckler Field and Balboni Football Field (available for reservation from 0500 to 2030 on weekdays for ACFT testing and preparatory training) and MWR Fit Boxes (available for reservation from 0530 – 2000 on weekdays).
2. Garrison Command group and FMWR programs and events have priority and may result in the rescheduling or cancelation of reservations. I agree to make every effort to find and schedule an alternate location if unplanned requirements occur.
3. All cancellations must be made in writing/email to the respective SFA Staff Office a minimum of 48 business hours prior to reservation date.
4. Pets are **NOT** allowed at any facility or fields. Trained service animals are authorized and must be appropriately labeled and visually identifiable.
5. Smoking, vaping or other tobacco use is only authorized in designated outdoor areas and must be at least 50 feet away from facilities.
6. Alcohol consumption is not authorized under any circumstances.
7. Eating and drinking is only allowed in designated areas, limited to outdoor Pavilions and indoor concessionaire spaces (ie. Jamba Juice). 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.
8. Requester(s) are responsible for all damages and must notify SFA staff of all mishaps or broken equipment/facilities during the approved usage. If damage is noted requester(s) will be held liable to restore facility/equipment to its original state.
9. Requester(s) must furnish their own activity-specific equipment, expendable/consumable products and other supplies for functions/events held in/on MWR facilities. Use of miscellaneous equipment in/on a MWR Facility requires prior approval by the SFA Staff Office prior to reservation date. Limited equipment may be available for check-out at the requested facility (basketballs, practice jerseys, etc).
10. MWR is not responsible for damaged, lost, or stolen personal equipment/supplies of the requester(s).
11. Ensure that all DFMWR and Sports, Fitness, & Aquatics rules/regulations are followed, including but not limited to Youth policies. Children 15 and under must be under the direct line-of-sight supervision of a parent or legal guardian at all times.

Requestor(s) Signature	Date	Staff Name and Signature	Date in RecTrac	Date Location-Specific Directions Sent

Submit reservation request in person to respective fitness center managing the requested space or send via email to:

General SFA Inbox: usarmy.humphreys.imcom.mbx.fmw-r-sfa@mail.mil

Turner: sangpom.pak2.ln@army.mil

Collier: yongil.kim.ln@army.mil and james.p.edwardsen.naf@army.mil

Zoeckler: hakhun.kim2.ln@army.mil

Sitman: chongchin.kim1.ln@army.mil and sean.d.bowen2.naf@army.mil