

MEMORANDUM FOR: Staff of Cowan, Memorial Stadium, LNAC Nelson Fields

SUBJECT: RESERVATION FOR SPORT FIELD

1 (Unit) _____ wishes to reserve (circle one) Cowan/Memorial Stadium/LNAC/Nelson

On (Date) _____ from (time periods) _____,

2. Unit POC: _____ Ph# _____ .

3. Please circle the area(s) you desire to reserve: Track Football/Soccer/Softball Field

Basketball Court Restrooms Misc. _____

•IF USING RESTROOMS, YOU MUST PROVIDE SUPPLIES AS WELL AS A CLEAN UP DETAIL _____ INITIAL

•IF YOU HAVE MORE THAN 200 PEOPLE ATTENDING, YOU WILL NEED TO PROVIDE 2 **ADDITIONAL** PORTABLE LATRINES. WE HAVE 4 PORTABLE LATRINES ALREADY ON SITE. (COWAN) _____ INITIAL

•PLEASE POLICE THE AREA AND EMPTY TRASH AFTER YOU ARE DONE. 55-60 GAL BAGS ARE NEEDED.

•IF YOU NEED ANY EQUIPMENT, YOU MAY CONTACT MWR SUPPLY BLDG 2057, 967-3991 _____ INITIAL

4. We will use facility for a _____

Approximately # _____ participants & spectators.

RESERVATION POLICIES:

Reservations for all sports fields will be made at Cowan Office, Mon.-Fri. during the hours of 0800-1600.

Reservations are not taken during normal P.T. hours (0600-0800).

Reservations are not taken for weekends/holidays

The Sports Branch reserves the right to cancel reservations as Programs, Special Events, and Maintenance will take priority.

Pets, alcohol, smoking, and wheeled vehicles including but not limited to autos, bikes, skateboards, etc. Are prohibited on this entire sports complex!

The following are prohibited on the track & field: Food & drink (other than water), sunflower seeds, chewing tobacco, & gum.

No holes may be made on the track or Synthetic Turf.

Questions or concerns, please call 967-1369. / 967-4768

Facility Representative _____

Today's Date _____ Soldier/Airmen Signature _____

Complete this form and save it to your computer. Attach it in an email and send to:
usarmy.jblm.imcom.list.dfmwr-sports-field-reservations@mail.mil