



Soldiers Field House Reservation Sheet



1. Unit requesting the facility _____
2. Date and time unit is using the facility _____
3. List of Item(s) that we may provide _____
4. Indicate the area that you want to reserve: (You may only reserve one area for PT time frame)
 - Spin Room Nelson Field
 - Basketball Court Tennis Court
 - TRX
 - Volleyball Court
 - Other (Specify) _____
5. What will the facility be used for? Unit PT Recreation Practice
 Ceremony Other (Specify) _____
6. Approximate number of individuals participating: _____
7. Unit Point of Contact (POC): Who will be present & supervising the activity _____
8. POC Phone # _____ Email Address _____

NAME AND RANK (E-7 and above) (Please Print)

SIGNATURE

DATE

FOR FITNESS STAFF USE ONLY

Date received: _____

Received by: _____

APPROVED DISAPPROVED

Reservations Manager: _____ Date: _____

Disapproval Reason: _____

Facility Manager: _____ Date: _____

1. Reservation forms can be found at [Soldiers Field House Issue Counter](#).
2. Once complete, please return your reservation form to Soldiers Field House.
3. For **ORGANIZED PHYSICAL TRAINING:**
 - a. Units will submit a written request and will be considered on a first come first reserved basis.
 - b. Full court reservations will be considered on a case-by-case basis and must be approved by the Facility Manager.
 - c. Physical training time will not exceed one hour per day.
 - d. Units will designate dates/times desired, approximate number of participants, unit POC and who will supervise the activity.
4. For **ORGANIZATIONAL ACTIVITIES:**
 - a. Units must submit a request at least 30 days prior to the event.
5. For **INTRAMURAL PRACTICES:**
 - a. Units will submit a written request.
 - b. One hour per week can be reserved for practice.
6. **COURTS (Basketball/Volleyball):**
 - a. Court 1 reservation times are from 0800-1700 and 1700-1900 as open play and challenge. Court 2 is for open play basketball and volleyball reservations, reservation times are from 0800-1700 and 1700-1900 as open play and challenge.
7. **ADDITIONAL INFORMATION:**
 - a. Individuals with athletic shoes that will leave marks on the floor are prohibited on the racquetball courts or participating in activities on the gymnasium floor.
 - b. If units do not show up within the first 15 minutes of their reservation time, the area will be open to public use on a first come first serve basis. Five players for basketball and six for volleyball will maintain the reservation.
 - c. Alcoholic beverages are prohibited.
 - d. Units will lose the right to reserve a facility for up to a month if they do not use a reserved space.
 - e. Damage to any reserved area by a unit will result in loss of privileges for a period of 30-90 days at the discretion of the Sports Director.
 - f. **Reservation must be signed by an individual with the rank of E-7 or above.**
 - g. Reservations must be turned in 48 hours prior to desired date/time.
8. For more information please contact the Soldiers Field House front desk at 253-9674771.