



Sports, Fitness & Aquatics

Reservation Request



Requestor must complete this form to be submitted to Facility Approving Authority. Requests should be submitted 24 hours in advanced to allow time to obtain approval (events requiring set-up/equipment 48 hours). Facility Approving Authority will approve/deny reservation request and requestor will be contacted with status of approval/denial. Facilities can be reserved from 0800 - 1700.

1. Requestor Name: _____
2. Category (check box): **AD** **CIV** **RET**
3. Unit: _____
4. Contact Phone Number: _____ Email: _____
5. Number of Individuals Participating: _____
6. Event Type (check box): **SPORTS** **FITNESS** **AQUATICS** **CEREMONY** **TRAINING or CLASS** **MILITARY TRAINING**
7. OTHER (Specify): _____
8. Date(s) Requested: _____ Time(s) Requested: _____
9. Duration: _____
9. Equipment Needed (check box)? **YES** **NO**
If YES, please Specify Equipment Needed
10. Venue Requested:
11. Alternate Venue Requested:

STAFF USE ONLY

Date Received: _____

APPROVED **DENIED**

Approving Official: _____

Confirmation Sent: _____ Initial: _____