

PURDY GYM

MWR ATHLETICS FACILITIES RESERVATION REQUEST FORM

Facility Requested:

Only one month per form

<input type="checkbox"/> Main Softball Field (Note 1 and 5) <input type="checkbox"/> Field 1 Flag/Soccer (Note 1 and 5) <input type="checkbox"/> Field 2 Football/Soccer (Note 1 and 5) <input type="checkbox"/> Field 3 Small Softball Fld (Note 1 and 5) <input type="checkbox"/> Briggs Bay Baseball Fld #1, 2 (Note 1,5) <input type="checkbox"/> Briggs Bay Soccer Fld #1, 2 (Note 1,5)	<input type="checkbox"/> Driving Range Field (Note 1) <input type="checkbox"/> Thew Field (Note 1,5) <input type="checkbox"/> Hockey Rink <input type="checkbox"/> Skate Park <input type="checkbox"/> PRT Elliptical (PC, LF) <input type="checkbox"/> PRT Treadmill, bikes	<input type="checkbox"/> Tennis Court # 1, 2, 3, 4 (Note 2) <input type="checkbox"/> Horseshoe Pit # 1, 2, 3 (Note 3) <input type="checkbox"/> Sand Volleyball #1, 2 (Note 3) <input type="checkbox"/> Kosano Park Gazebo (Note 3) <input type="checkbox"/> Purdy Pavilion (Note 3) <input type="checkbox"/> Gazebo # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 (Note 3)	<input type="checkbox"/> Purdy Gym Court A, B (Note 1,5) <input type="checkbox"/> Purdy RB Court #1, 2 (Note 2,5) <input type="checkbox"/> Purdy MA / Aerobics Room (Note 4,5) <input type="checkbox"/> Purdy Conference Room <input type="checkbox"/> TATF Conex box-class/command PT only
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Date(s) Requested: _____

Mon, Tue, Wed, Thur, Fri, Sat, Sun

Alternative Date(s): _____

Time Requested (Note 5):

From: _____ To: _____

All reservations must be made at the reception counter at **Purdy Fitness Center** or via email. Reservations for any facility may be made no less than 1 business day and no more than 1 month in advance of the desired reservation (unless approved by manager). Basic reservations will be reviewed and confirmed on-the-spot or within 1 business day. Multiple Day, Special Event, or Advance (1 month+) reservations will be reviewed by management and confirmed within 1 week. All facilities are first come first served if not reserved within the restricted time frame. **Any single individual/command is limited to a maximum of 2 reservations per week per facility and 2 hours per reservation.**

Command/ Organization/Individual Requesting Permit: _____

Purpose of Permit: _____

Person Assuming Responsibility (First, MI, and Last Name): _____

Telephone: Home # _____ Work # _____ Ext: _____

Email Address: _____ **Expected Attendance:** _____

Authorized representatives of organization assuming responsibility should be aware of the following:

- _____ Showing up 15 minutes or later after a reservation start time is considered a "no show". As a result, the reservation will be withdrawn and given to the next available requester.
- _____ For reasons beyond our control, management reserves the right to decide on the use of the facilities at any time. Official MWR functions have priority of all MWR facilities.
- _____ Commands/Organizations/Individuals are responsible for adequate crowd control and enforcement of regulation governing alcoholic beverage & good public behavior.
- _____ All trash generated by your group must be contained. It is expected that the facility be cleaned before the patron leaves for the day or future privileges may not be granted.

Note 1: Reservation of a court/field does not guarantee services such as the use of the scoreboards or having the field setup for a game. For special requests, please ask for an Athletics Services Agreement. For use of the scoreboards, please contact the JASOA.

Note 2: (a.) Reservations for the courts will be accepted up until 2 hours prior to the start of the reservation. Reservations for RB courts may only be made on the hour (for example 1100-1200 or 1300-1400, not 0930-1030). Courts can be reserved for no more than one hour. At the end of a 5-minute grace period, the reservation will be canceled and open play participants may use the court. RB court reservations will be approved immediately if available. No reservations within the two hour window or during challenge times will be accepted. (b.) Use of RB courts for anything other than racquetball or handball (dodgeball, PT, martial arts, etc...) must be submitted 1 business day in advance. (c.) Due to high demand, all RB Courts are challenge courts from 1500-1800 daily Mon-Sun and reservations cannot be made except for an official MWR event.

Note 3: No bottled beverages are permitted at pavilions/outdoor courts.

Note 4: Please refrain from using martial arts, aerobics, and gymnastics equipment intended for classes. Turn off lights and lock doors when you leave.

Note 5: Due to the high number of participants from various commands engaged in physical training in the early morning, we will generally not reserve the basketball courts, Sports fields or the aerobics rooms Mon-Fri between the hours of 0500-0800 and 1100-1300. All areas of Purdy will be open and on a first come, first serve basis during those days and times. Except for an official MWR event.

*** After use, please be sure to return any checked out keys or equipment immediately to the Reception Counter.***

By signing this form, applicants signify that they agree to comply with the policies regulating the use of the facilities and to take the greatest possible care of property, and to make good on any damages or losses that occurred during their occupancy of any part of the facilities.

Patron's Signature: _____

Date: _____

Clerk: _____ Time Received _____

Official Action on Request: Approved Disapproved

Reason for Disapproval: _____

Approving Signature: _____ Date: _____

***** Please contact the Athletics staff if you encounter any problems while using these facilities. *****