

ENCLOSURE 1 – FACILITY RESERVATION REQUEST



**PFC SPORTS & FITNESS
FACILITY RESERVATION REQUEST**

Although the Physical Fitness Center is only to be reserved for sports and fitness activities, we will base on availability allow the gym to be used as a backup facility due to bad weather for the following: **Large Deployment/Reintegration Ceremonies, Battalion Change of Command Ceremonies, or Community Wide Special Events. All reservations expecting groups larger than 100 and sports/fitness events not being hosted by or affiliated with MWR must be approved through DPTMS & the event coordinator must be present during the event with an approved DRAW.** All reservation requests must be submitted a minimum of 2 weeks in advance. Basketball court reservations during Garrison PT, Monday – Friday 0600 – 0800, may not reserve the full court.

Name of Requester: _____

Unit/Organization: _____ Today's Date: _____

Type of Event: _____ Estimated Attendance: _____

Supplies if Needed: _____
(Pending Availability)

Date(s)/Time(s) Requested: _____

POC: _____ Phone: _____
DSN / Cell Phone

Email Address: _____

Facility Requested:

PFC MAIN GYM

- BASKETBALL COURT (FULL)
- BASKETBALL COURT (1/2 BACK)
- BASKETBALL COURT (1/2 FRONT)
- VOLLEYBALL COURT
- OTHER

SPORTS FIELDS

- SOFTBALL FIELD #1
- SOFTBALL FIELD #2
- SOFTBALL FIELD #3
- MELAVEN FIELD

Approved / Disapproved: _____

Disapproval/Reason: _____

Approving Official: _____
(Signature) (Date)