OSAN FITNESS AND SPORTS RESERVATION APPLICATION

REQUESTER'S NAME: _____ **RANK**: _____ **DUTY#**: _____

EMAIL ADDRESS: _____ **UNIT / ORGANIZATION**: _____

What is this reservation for? (Check one) PT: ☐ Event: ☐ Sport: ☐ Training: ☐

NAME OF EVENT: _____

OSAN FITNESS CENTER	OUTDOOR AREAS
☐ Basketball Court 1	☐ Softball Field 1
☐ Basketball Court 2 (Volleyball)	☐ Softball Field 2
☐ Indoor Track	☐ Mustang Field
☐ Aerobics Room	☐ Rush Park
☐ Stretch Room	

Date(s): _____ Start time: _____ End time: _____

PLEASE READ BELOW AND INITIAL: _____

1. The reservation may be changed or canceled at the discretion of the Osan Fitness Center Director at any time, as the mission requires. A staff member will notify the requester as soon as possible if such an incident should occur.
2. Food and beverages are prohibited on the court, except for water.
3. Alcohol consumption is explicitly prohibited in all FSS Fitness facilities to include our outdoor areas. Violations of this policy will result in the loss of reservation privileges.
4. The unit/organization is responsible for setup, tear down, and cleaning of the area to include trash removal during use of outdoor facilities. Noncompliance will result in disapproval of further requests.
5. If the unit/origination is reserving the court or field does not show up 15 minutes early to reserved time, the court or field is returned to open play status.
6. Individuals signing this form are held responsible for any damage incurred to property, facility, or equipment while in their possession.
7. If there are any concerns regarding your reservation, report it to a staff member immediately.
8. All outdoor reservations will be canceled during typhoon conditions TC-2 or higher, indoor reservations may continue until TC-1.
9. Reservations longer than 90 minutes must be approved by the Fitness & Sports Section Chief (devin.elliott@us.af.mil).
10. For tables, chairs, canopies, or outdoor pavilions please contact Outdoor Rec (Bldg 1304) email: osanodr@gmail.com DSN: 784-4007.
11. Ensure your reservation form is submitted to the fitness center within 24 hours. Failure to do so will result in cancellation of your reservation.
12. For Online reservations, please send the form to 51FSS.OSAN.FITNESSCENTER@us.af.mil
13. I have read and understand the Osan Fitness Center reservation policy.
14. For questions or concerns contact the Fitness Center at DSN: 784-5568.

Priority: Highest to Lowest

1. Official PT Testing
2. 7th AF/Wing Events
3. Intramural Sports/DODEA/CYS
4. Special Events
5. Unit PT/ALS Officiated Test/Events
6. Varsity Sports (Officially Recognized)
7. All others to include (Private Orgs)

_____ _____

SIGNATURE OF REQUESTER **TIME / DATE**

_____ _____

FRONT DESK STAFF **APPROVED / DISAPROVED** **OPERATIONS MANAGER**