

FITNESS & SPORTS FACILITY RESERVATION POLICY

Eligibility: Only the following recognized groups, listed in priority order, may reserve facilities. All others with a valid ID card will be allowed to utilize the facilities on a first come first served basis.

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| 1. Intramural League Teams | 2. Recreational League teams | 3. Varsity Teams |
| 4. Squadron Physical Training | 5. Other base groups | 6. Squadron Fundraisers |

Procedures:

1. **Intramural and Recreational** teams may reserve one facility for one hour at a time, not to exceed two hours a week. Team captains or other designated person will submit a request to the corresponding facility (Fitness Center or Exercise Center) at a minimum of one week prior to the request date. Reservation must be supported with 9 persons at attendance. (Only half court reservations)
2. **Varsity teams** may reserve the facility for 1 hour at a time, not to exceed three practices a week. Practice times will be coordinated through and scheduled by the Varsity Director. Varsity teams may schedule for full or half court reservations depending on availability.
3. **Squadrons** wishing to reserve the facility for an **organized structured** physical training must submit a request at least one week prior, endorsed by the squadron commander. Physical training reservations require a minimum of 15 persons participating and are limited to two hours per week. Squadron PT may only be conducted from 0700-1030 and 1400-1600 hours. All requests must be approved by the Fitness and Sports Director, NCOIC, or Sports Director. Squadron PT requests are valid up to six months. Basketball & volleyball are **NOT** considered physical training.
 - Use of the Aerobic Floor is limited to aerobic activity only. Group leader must be a nationally certified fitness instructor with proof of certification and CPR qualified. Instructors must provide their own headsets in order to use our audio equipment, otherwise, instructor may bring their own boom box for their convenience. Group leaders are responsible to clean and properly store equipment after use. One warning will be issued, and a second violation will result in privileges being revoked.
4. **Other base groups** will be considered on a case by case basis. In order for a group to be eligible to reserve the facility, ninety percent of participants must possess a valid DOD identification card to be presented upon request. Any exceptions must be approved by the Fitness and Sports Director.
5. **Squadron fundraiser** events should be submitted at least 2 months in advance. Sometimes a request will be submitted with a staff summary sheet to ensure that proper coordination has been made with other base agency's. **Do not advertise fundraisers without signed authorization for facility clearance.** Groups must be self contained and provide all their own tools and supplies. Groups do not have access to fitness center supplies, equipment or staff.

Fitness Staff Controls:

Fitness Staff has the right to cancel any reservation with notice to the squadron/team POC. Cancellations may be necessary for many reasons such as safety conditions, special fitness programs, or errors in scheduling. Any time a reservation does not meet minimum participation (9 people) requirements, or a total of 5 people has not shown for the reservation at 10 minutes past the scheduled time, the Fitness Staff will open the facility to any other customer for use. Respective squadrons will then be contacted and the reservation will be canceled. This allows for maximum use of the facilities for all Travis Team Members.

