

Joint Base Charleston, Weapon Station

Sports and Fitness Facility/Field Request Form

This facility request form does NOT guarantee that the dates and times requested are reserved. You will receive a confirmation once dates and times have been reserved. **Facility Request Forms should be submitted a minimum of 3 weeks prior to the event. Standard requests usually take 2-3 business days to process. Special requests may take 5+ business days to process.**

BOLDED ITEMS NEED TO BE COMPLETED. INCOMPLETE REQUEST FORMS WILL BE RETURNED.

Name of sponsoring Group or Organization: _____

Contact Person: _____ **Title:** _____

Department/Building #: _____ **Primary Phone:** _____

_____ **Cell Phone:** _____

E-mail: _____ **Fax:** _____

Name of Activity or Event: _____ **Estimated Number of Participants:** _____

Requested Date(s):

Date*: _____ **Time:** _____ **to** _____

Alt. Date: _____ **Alt. Time:** _____ **to** _____

*If you have multiple dates please place "multiple" in the date field and list dates/times in Special Needs Section below or attach list/schedule to request.

Space Requested: (Please circle)

- | | | |
|------------------------------|-----------------------------------|------------------------------|
| Sam's Basketball Gym | Locklear Park Field #1 | Locklear Park Field #2 |
| Locklear Park Field #3 | Locklear Park Field #4 | Locklear Park Field #5 |
| John Lawrence Field | MenRiv Soccer/Flag Football Field | Marrington Plantation Soccer |
| New Wave Aquatic Center | Bldg 725 Conference Room | Outdoor Basketball Court |
| Group Exercise Room Bldg 725 | In-line Hockey Rink | Outdoor Hockey Rink |

Special Needs/Requests: _____

Reservation Policies:

- A. ALCOHOL, FOOD, or DRINK are authorized only at outdoor facilities.
- B. Groups are not allowed to charge admission for events.
- C. You MUST be out of the facility at the scheduled conclusion of your event.
- D. Should damages occur to the facility and/or if the facility is not properly cleaned, the cost of repairs and/or clean-up will be charged to the responsible person or organization.
- E. The group sponsor (or his/her designee) will be on site throughout the reservation and will be held responsible for the conduct of all members of the group while using the reserved area.
- F. Any special requirements that necessitate changing playing fields, facilities or picnic areas to accommodate the reservation must be identified in writing at least one week in advance. This would include but not limited to field or floor markings or other non-traditional field layouts.
- G. Smoking is prohibited within 80 feet of the all MWR buildings entrances.
- H. Commercial sponsorship and solicitation is monitored and controlled by military instruction. Any group wanting to have their event sponsored must show proof that they have followed proper procedures and that their sponsorship has been pre-approved by the Joint Base Charleston Sponsorship Officer.
- I. The Joint Base Charleston Weapons Station Sports and Fitness Department reserves the right to require liability coverage from any group or organization.
- J. The Joint Base Charleston Weapons Station Sports and Fitness Department reserves the right to regulate continued participation of an event. Cancellation of an event may occur if circumstances arise that pose a hazard to the safety of the participants or to the condition of the facility or field. These conditions may result from in climate weather or other unknown conditions. (Each group is expected to have a back-up plan in case the event is cancelled due to weather conditions).
- K. All participants must have a valid base id or be accompanied by a sponsor. Sponsored guest must stay with sponsors for the duration of the event.
- L. Persons misusing equipment or noncompliant with established safety rules or instruction will be asked to leave the facility or field.

****By submitting and signing this form you are agreeing to abide by the rules and regulations set forth by this form.**

_____	_____
Representative of Sponsoring Organization Signature	Date
_____	_____
Representatives Supervisors' Signature	Date
_____	_____
Sports and Fitness Director Signature	Date

Please submit this form via: FAX-843-794-4138 or EMAIL-gregory.lutz@us.af.mil

This is a REQUEST form ONLY. If the facility is available WHEN and FOR the use requested, Sports and Fitness will return CONFIRMED RESERVATION AGREEMENT with Sports and Fitness Director Signature.