

# EAGLE FITNESS FACILITY RESERVATION POLICY

**Eligibility:** Only the following recognized groups, listed in priority order, may reserve facilities. All others with a valid NSA Campus Badge will be allowed to utilize the facilities on a first come first served basis. **FSS programs have precedence over all categories.**

1. Squadron/Unit Physical Training
2. Intramural Teams
3. Other base groups

## **Procedures:**

1. **Squadrons/Units** wishing to reserve the facility for an **organized structured** physical training. PT reservations require a minimum of 10 persons participating for use of the whole gym floor and 5 and below use of half the court and are limited to one hours per week.
2. Reservation requests for more than 1 hour must be approved by the Fitness and Sports Director.
3. **Intramural** teams may reserve the Basketball Court for one hour at a time, not to exceed two hours a week. Coaches or other designated person will submit a request a minimum of one week prior to the request date. Reservation must be supported with a minimum of 6 persons at attendance. Due to space limitations only half court reservations)
4. **Units not assigned to FT Meade** will be considered on a case-by-case basis. In order for a group to be eligible to reserve the facility, all participants must possess a valid NSA campus access badge to be presented upon request. Any exceptions must be approved by the Fitness and Sports Director.

**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 agencies. **Do not advertise fundraisers without signed authorization for facility clearance.** Groups do not have access to fitness center supplies, equipment, or staff. Groups must be self-contained and provide all their own tools and supplies. IAW AFI 34-223, paragraph 11, "POs must furnish their own equipment, supplies, and other materials". Private organizations are not a part of the Department of Defense or any of its components and have no governmental status. All requests must be approved by Fitness Center Director.

6. **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 requirements, or a minimum of 5 people has not shown for the reservation at 10 minutes past the scheduled time, the Fitness Staff will open the Basketball Court to any other customer to use.

**FROM:** \_\_\_\_\_  
(Name of Team / Organization) (Requestor Name, Rank, Duty phone)

**Requestor's email:** \_\_\_\_\_

**SUBJECT: Sports & Fitness Facility Reservation**  
**TO: 707 FSS/FSV**

**Request permission to reserve:** \_\_\_\_\_ # of People

on \_\_\_\_\_ at \_\_\_\_\_ to \_\_\_\_\_ for the following activity:  
(day, month) (hour) (hour)

- Intramural Team Practice
- Squadron/Unit PT -
- Other Base Group - Describe Activity: \_\_\_\_\_
- \_\_\_\_\_
- Squadron Fundraiser – Describe Activity- \_\_\_\_\_
- \_\_\_\_\_



\_\_\_\_\_  
POC Signature Date

**SUBMIT TO FITNESS CENTER STAFF**

**----- For Fitness Center Staff use only below this line -----**

Staff member's initials receiving request \_\_\_\_\_ Date received \_\_\_\_\_

- Schedule review:
- Schedule clear-penciled in
  - Rescheduled to another time: \_\_\_\_\_ facility: \_\_\_\_\_
  - Schedule not clear – recommend disapproval

\_\_\_\_\_  
Eagle Fitness/Sports Director Date