



JBM-HH Sports, Fitness and Aquatics Facility / Field / Tennis Court Request Form

When making reservations, the requester must take into consideration the priorities and mission of the Fitness Center and Sports Programs when making his/her request. This is only a request form. It is the responsibility of the requestor to ensure the request is approved or denied through the proper approving official. A two week grace period is recommended.

Today's Date: _____

Unit POC & Rank: _____ POC EMAIL: _____

Requesting Unit: _____ Unit 1Sgt, CSM or CDR: _____

Alternate Unit POC: _____ Alternate POC EMAIL: _____

Unit Phone Contact: Work _____ CELL _____ Alternate _____

FACILITY and/or FIELD REQUESTED: _____

Estimated Number of Participants: _____

REQUESTED DATE(S) of Event: _____ TIMES: _____

(Reservations are subject to cancellation or alteration due to military mission or command directive) (Event times should include set up/tear down)

Description of Unit Activity/Training to be conducted: _____

What support from Sports & Fitness is required (field marking, floor covering, etc., may be a cost associated)

The applicant agrees to the following conditions for use of the facility/field: The applicant must provide their equipment and supplies for the event. All cancellations will be made in writing/email to Sports Director a minimum of 3 days before the event. Failure to cancel or a no show situation may result in a reservation suspension for the Unit in violation of this agreement. There are NO pets, alcohol and/or tobacco products allowed at any facility/fields. The applicant will ensure that all sports, fitness, & aquatics rules/requirements/and regulations are followed. The applicant is responsible for all damages and clean-up once event is concluded. While utilizing the gym floor only hand carded shoes will be authorized.

Email this form to: Lydia.v.mease.civ@mail.mil (Fort Myer), james.a.mixon.civ@mail.mil (Fort McNair)

lavon.s.washburn.naf@mail.mil (Major community events)

You will receive a confirmation of receipt within 3 working days.

_____ For Official Use Only _____

Approved ____ Denied ____ (Reason: _____)

Applicable usage fees: \$ _____

Date Processed into RecTrac: _____

LAVON S. WASHBURN
Chief Athletics, Fitness & Aquatics
JBM-HH