

Field Reservation Request

Please fill out in its entirety

Requestor Name: _____

Unit: _____

Email: _____

Contact number: _____

Unit: _____

of Participants _____

Date for Reservation: _____

Hours Requesting: Start time _____

End Time: _____

- Reservations are taken 6 months in advance
- No Field Reservations during these times:
0530 – 0800
1100-1300
- Commanders Cup Sports take priority at all times.

Field being requested (only 1 field per requestor). Check one:

Gowdy _____

Doughboy _____

Engineer _____

Knappenburger _____

Other (provide details below):

Additional information pertaining to request (i.e type of event, equipment needs, lights, etc. :

All reservation requests must be submitted to the Chief Sports, Fitness and Aquatics at a minimum of 2 weeks

All reservation request will be processed within 48 hours of receipt. If notification of approval or disapproval is not received in this time frame, the requestor should follow up with the appropriate contact.

Requestors must sign the attached facility usage rules and regulations. Failure to comply with the rules and guidelines will result in loss of privileges and cancellation of any future request.

All Special event type reservations must be submitted via memo to the Sports Director at a minimum 1 month prior to scheduled start date of event.

The Fort Moore Sports Director has the right to review, approve, and disapprove all reservation request.

Athletic Field Rules and Regulations Acknowledgment.

Field use begins and ends at the times stated on the reservations, including inspections, set up and clean up. Groups are responsible for their own set up and clean up. Trash must be picked up and placed in trash cans after use. **Area must be lefts as it was found.**

Parking is allowed in designated areas only.

Use of fryers and smokers/grills are permitted in designated areas only – see additional attachment.

Animals, except Service Animals as defined under the Americans with Disabilities Act, are not permitted on athletic fields. Owner must remove all animal waste.

If facility has back to back reservations, Facility must be vacated no later than the end of the reservation time.

If no reservation follows yours, you will be allowed to continue play.

Please note you are responsible for all damages to the property,

Tents and canopies cannot be staked on the athletic playing surface. Tents must be located in the designated areas.

No heavy equipment, vehicles or other items that can damage the turf, or leave divots, such as chairs, are allowed on the playing surface.

Smoking, including e-cigarettes are not allowed within 50 feet of a government property.

By signing below I have read and understand the rules and regulations and agree to follow all policies mentioned above. Failure to follow all policies can result in denial or cancellation of reservations. I also agree that any damages caused during my rental agreement will be documented and notification will be sent up your chain of Command.

Name of Organization: _____

Name of Representative: _____

Signature: _____ Dates: _____