



# SPORTS FIELD RESERVATION FORM



Requests forms submissions are no more than 90 days out and **no later than 14 days** for event date. Point Of Contact (POC) must be an E-5 or O-1 and above for any unit event. It's the POC's responsibility to ask for a walk-through request and a follow-up if no approval receipt within 7 days of requested reservation.

POC Name:

Today's Date:

POC Email:

Unit/Organization:

POC Cell Phone: 813-708-2399

Number Personnel Attending: 200

Requested Facility: Contreras / 9400 Field, Tal Afar / 16<sup>th</sup> Street Field

Requested Date:

Requested Time:

To:

Purpose/Description:

Type of Sports Playing:

Additional Requests:

- ☐ Lights to be "ON" (POC must turned off lights after event is done).
- ☐ Concession-stand open to serve or sale food (ensure memo is in process).

## POC RESPONSIBILITIES & SPORTS FIELD RULES:

1. The POC/Unit must provide their own sport equipment and clean supplies (trash bags, toiletries, etc.) for their event.
2. The POC/Unit is responsible for cleaning/police-call the whole facility including restroom/concession. Remove all trash bags from bins and taking them to nearest dumpster after completion of event.
3. No pets are allowed within the gates/fence line of the following fields Evan's Softball Complex, Delgado Softball Field, Sports Dome Field, Tal Afar/16<sup>th</sup> St., Contreras/9400 Field, Blackhorse, Phantom Warrior Stadium.
4. No vehicles may be staged or parked in any of the fields/stadium, unauthorized parking stalls or grassy areas.
5. Locked facilities will be unlocked **no earlier than 30 minutes prior to the event start time**. It's the POC's/Unit responsibility to ensure gates/doors/locks are closed, locked, secured after their event is done.
6. Fundraiser Memo must be approval for sale prior to event date.
7. To cancel, a written email notice is requested at least 2 days in advance.
8. Sports Fields/Facilities are only be utilized for the intended purpose, Sports related activities.
9. Any deviation from intended use must be outlined/authorized by this form, may not have any negative impact on the facility/field, and may require submission of a DD2977 (units and individuals utilizing SFA Facilities/Fields are responsible for their own risk assessment/assumption).
10. It is the POC/Unit's responsibility to ensure that participants follow these Facility rules in addition to any posted facility-specific rules, and any installation policies/requirements.
11. As the POC of this event, I agree to inform all participates of the above listed conditions for Facility/Field utilization.

**POC Digital Signature:**

**Email form to**

[peter.g.perez.naf@army.mil](mailto:peter.g.perez.naf@army.mil)

[edwin.e.gonzalez.naf@army.mil](mailto:edwin.e.gonzalez.naf@army.mil)

## OFFICE USE ONLY:

Request: ☐ APPROVED

☐ DENIED/Reason:

Management Digital Signature: