SPORTS FIELD RESERVATION FORM

Requests must be made at least 2 weeks in advance.
It is the POC's responsibility to follow-up if no approval receipt within 7 days of requested reservation

POC Name: Today's Date:

POC Email: Unit/Organization:

POC Duty Phone: POC Cell Phone:

Requested Facility:

Requested Date: Requested Time: To:

Purpose/Description: Number Personnel Attending:

Additional Requests:

    Lights to be "ON" (must be turned off after use)

    Access to press-box with scoreboard (must be cleaned and trash removed after use)

    Concession stand open to serve food (must be cleaned and trash removed after use)

SPORTS FIELD RULES:

The POC/Unit must provide their own equipment and clean supplies for their event.

To cancel, a written email notice is requested at least 24 hours (seven days is ideal) advance.

No pets are allowed on any athletic field (Evans Softball Complex, Jackie Robinson Softball Complex, Delgado Softball Field, or within Phantom Warrior Stadium gates).

It is the POC/Unit's responsibility to ensure that participants follow these Facility/Field rules in addition to any posted facility-specific rules, and any installation policies/equirements.

No vehicles may be staged or parked in any fields.

If the facility requires a key, it is the POC's responsibility to ensure gates/locks are secured after use.

It is the POC/Unit's responsibility to police all areas after use, to ensure trash removal.

As the POC of this event, I agree to inform all participates of the above listed conditions for Facility/Field utilization.

Sports Fields/Facilities should only be utilized for the intended purpose, e.g. softball fields for playing softball.

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).

POC Digital Signature:

Email form to
peter.g.perez.naf@army.mil and
edwin.e.gonzleznaf@army.mil

OFFICE USE ONLY:

Request: APPROVED   DENIED/Reason:

Special Instructions:

Management Digital Signature: