

ATAGO SPORTS COMPLEX UTILIZATION APPLICATION FORM FOR SOFA STATUS PATRONS

This application form must be filled out and submitted to the Atago Sports Complex Administrative Office (0827-35-5089) prior to the time of use.

Please read through the policy mentioned on the second page.

SOFA youth under the age of 12 are permitted to use the Atago Sports Complex facilities under the direct supervision of a parent or legal guardian 18 years and older.

Person Requesting Utilization (Last, First MI):

Phone Number: _____ **DoD ID Number:** _____

Email Address: _____

Facility Requested:			
<input type="checkbox"/> Baseball Stadium	<input type="checkbox"/> Softball Field (A / B)		
<input type="checkbox"/> Track & Field (Entire Facility / Side A / Side B)	<input type="checkbox"/> Tennis Court (A / B / C / D)		
<input type="checkbox"/> Outdoor Basketball Court (A / B)	<input type="checkbox"/> Sand Volleyball Court (A / B)		
<input type="checkbox"/> Picnic Pavilion (No.1 / No.2 / No.3 / No.4 / No.5 / No.6 / No.7 / No.8 / No.9 / No.10 / No.11 / No.12)			
*To use barbeque pits, there must be a person 18 years old or older accompanying the group.			
[Cultural Center]			
1F <input type="checkbox"/> Arena (A / B / C)	<input type="checkbox"/> Conference Room (Entire Room / Half)	<input type="checkbox"/> Cooking Classroom	
2F <input type="checkbox"/> Japanese Style Room (Entire Room / Double / Single)	<input type="checkbox"/> Multi-purpose Room (Entire Room / Half)		
Date Requested:			
Time Requested:			
From:		To:	
Purpose:			
Expected Attendance:	SOFA (18 years old and older)	SOFA (17 years old and under)	Local National
Participation Fee: <input type="checkbox"/> No <input type="checkbox"/> Yes (\$ / ¥)			

Equipment/Adjunct Facilities Requested (To be completed by the employees)			
Item Name	Amount	Item Name	Amount

**ATAGO SPORTS COMPLEX UTILIZATION APPLICATION FORM
FOR SOFA STATUS PATRONS**

POLICY

1. Please be punctual for your reservation. (Showing up later than 15 minutes after a reservation start time is considered a “no show,” and the reservation will be withdrawn and given to the next available requester.)
2. Please make sure that you and your group adheres to the Sports Complex rules.
3. You may not sell any merchandise, goods, or service without permission.
4. Activities involving the use of fire are prohibited except at the picnic pavilions.
5. Activities involving the use of fireworks are prohibited.
6. Posting of flags, signs, materials, or advertisements is prohibited.
7. Please do not conduct activities that may be of danger to others, such as golfing, skateboarding, etc.
8. Use of equipment, facilities, fields, or picnic pavilions other than reserved and authorized is prohibited.
9. Please use facilities and equipment with great care.
10. Please take your garbage with you when leaving.
11. Smoking is prohibited except in designated areas.
12. You may not refuse employees entry to the facility, field, or picnic area to perform their duties.
13. Political activities of any type or activities that are in nature against the U.S.-Japan goodwill are prohibited.
14. Please clean and inspect the facility, field, or picnic pavilion before you leave. (An employee will inspect the picnic pavilion when you return the key.)
15. Service dogs are the only pets authorized in the park.
16. Consumption of alcohol is permitted within the designated areas only.
17. After use, please be sure to return any checked-out keys or equipment immediately to the admin office.

If any of the following is identified, permission to use the facility, field, or picnic area may be rescinded.

1. Falsified information or fraudulent means was used to obtain permission.
2. Disruption to public order and potential to offend community and cultural decency standards.
3. Possibilities of damaging the facilities, fields, or pavilion areas.
4. Hindrance to the management and administration of facility operations.
5. Violation of the rules and regulations of the Atago Sports Complex.
6. Health and safety of patrons are threatened due to impending conditions, including but not limited to heavy rains, severe heat waves, high winds, etc.
7. Other administrative reasons particularly deemed necessary.

Please promptly notify the administrative office (0827-35-5089) of any damage caused to the facility or equipment while your usage.

OFFICIAL USE ONLY (LEAVE BLANK)	
Clerk:	
Date and Time Received:	
Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Reason for Disapproval:	
Clerk Signature:	Date: