

IRONWORKS SOUTH GYM FACILITY RESERVATION FORM

Name of Command/Organization/Individual requesting: _____

Reservation Date(s): _____ Time(s): _____

Purpose: _____

Expected # Attending: _____

CONTACT INFORMATION

Name (First, MI, Last): _____

Mobile #: _____ Work #: _____ Email: _____

FACILITY

- | | | | |
|--|---|--|--|
| ☐ Sports Courts #1
(Special events only) | ☐ Raquetball Court | ☐ Penny Lake Pavilion 1 | ☐ Penny Lake 3 |
| ☐ Sports Courts #2 | ☐ Turf Area | ☐ Penny Lake Pavilion 2 | ☐ Penny Lake 4 |
| ☐ Sports Courts #3 | ☐ HITT Center | ☐ Penny Lake Soccer Field 1 | ☐ Penny Lake 5 |
| ☐ Dojo | ☐ Atrium | ☐ Penny Lake Soccer Field 2 | ☐ Friendship Pavilion 1 |
| ☐ Wellness Room | ☐ Outdoor Basketball Court | ☐ Penny Lake 1 | ☐ Friendship Pavilion 2 |
| | ☐ Sand Volleyball Court | ☐ Penny Lake 2 | |

SPECIAL EVENT RULES

_____ Semper Fit staff are not responsible for setting up event activity. Any Military/Civilian special events which require set-up, chairs, military equipment, etc. that are not physical fitness events, are required to submit an event layout prior to reservation request.

This form must be filled out prior to the event date. By signing this form, applicants signify that they agree to comply with the policies regulating the use of the facilities, fields, or pavilion areas and to take the greatest possible care of property, and to make good on any damage or losses that occurred during their occupancy of any part of the facilities, fields, or pavilion areas. Showing up later than 1 hour after a reservation start time is considered a no show. As a result, the reservation will be withdrawn and given to the next available requester. The branch manager/chiefs' signature is required for any facilities with the remark "special events only". For reasons beyond our control, management reserves the right to decide on the use of the facilities, fields, or pavilion areas at any time. Official MCCA functions have priority of all MCCA facilities, fields, and pavilion areas. Commands/organizations/individuals are responsible for providing adequate crowd control and enforcement of regulations governing alcoholic beverages and good public behavior. No glass bottle beverages allowed. After use, please be sure to return any checked-out keys or equipment immediately to the Ironworks South Gym front desk.

_____ It is expected that the field/facility/pavilion be cleaned before the patron leaves.

_____ All trash must be taken with you and disposed of properly. There are no trash cans available.

_____ If the field/facility/pavilion is not cleaned, future reservation privileges may not be granted.

All reservations must be made at the front desk of Ironworks South Gym between the hours of 4 AM - 9 PM Monday-Friday or 7 AM - 6 PM on weekends and holidays. Phone reservations are not accepted. Reservations can be made 30 days in advance and set for a maximum of 10 days. Multiple days or special event reservations will be reviewed by management and confirmed within one week. The reservation of a Sports Court does not guarantee the use of scoreboards. Sound equipment is only for authorized MCCA personnel/contractors. Sports Court #1 is to always remain available as a challenge court except for reservations made for MCCA and Command supported programs and events. Scheduled MCCA programs will have priority. All facility reservations are on a first come first served basis. For special requests contact the complex.

Name: _____ Signature: _____ Date: _____

Reservation #: _____ Time/Date Received: _____

Clerk Name: _____ Clerk Signature: _____

☐ Approved ☐ Disapproved

Reason if disapproved: _____

Branch Manger/Chief Signature: _____ Date: _____

