

Facility Reservation Request

**PLEASE FILL OUT THIS REQUEST IN ITS ENTIRETY
AND EMAIL TO: StuttgartMWRSportsandFitness@army.mil**

Requester Name: _____ WK Phn: _____

E-Mail: _____ Cell Phn: _____

Unit / Org: _____

Participants: _____

Date for Reservation: _____

Start Time: _____

End Time: _____

**No Reservations during
peak usage hours:
0530-0800
1100-1300
1700-2000**

Space being requested: Patch PFC Panzer PFC Kelley PFC Robinson PFC

Additional Information: (i.e. half or full court, purpose of reservation, equipment being used, activity being performed)

General Rules / Policies Facility Use:

1. MWR Sports and Fitness programs have priority at all times. MWR reserves the right to refuse any reservation request.
2. The requester will be notified in advance if a conflict exists in order to adjust the requested times and dates accordingly.
3. Facility will be used only for it's intended / requested purpose.
4. Requester is responsible to ensure the facility is left in the same condition as received.
5. Requester is responsible to ensure a general clean up is done prior to leaving the facility.
6. Private Organizations must have an approved Real Estate Agreement and furnish copy to the USAG Stuttgart Sports and Fitness Director along with this reservation request.
7. All reservation requests must be submitted a minimum of four weeks prior to date of request.
8. Failure to comply with facility rules and guidelines will result in loss of privileges and cancellation of requests.

Requestor Sign: _____ Date: _____

Facility Manager _____ Date: _____

Approved: _____ Date: _____

Disapproved: _____

Comments: