

# 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**

Are participants being charged a fee to attend?      Yes      No

Are you/your organization an approved HBB?      Yes      No

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: