

FITNESS CENTER FACILITY RESERVATION SHEET

Please initial each item:

- I understand that I will be responsible for the facility, equipment used, and behavior of those attending. I will be responsible for the cleanliness of the facility (trash, etc.) and I will be responsible for coordinating with the Fitness Center Staff for the set-up and take down of any equipment. ____
- This request form is not finalized until Fitness Center Leadership reviews/ approves and responds by email. ____
- Intramural league games and/or PFA Testing have priority. ____
- Members must wear appropriate attire and applicable safety gear. ____
- POC will receive approval from Installation Commander if alcohol is served. ____
- Fundraising requests (collection of any funds) must be approved by installation Private Org monitor prior to event. ____
- Reservations is subject to cancellation if participants do not show within 10 min. ____
- Any equipment brought into the facility for any activity must be approved by the Fitness Center Leadership prior to use. ____

Requested Date: _____ Requested Time: _____ to _____ Type of Function: _____			
	Freedom Park		Sports Pavilion (By Lodging)
	Court 1 2 3 (Please circle)		Softball Field 1 2 3 (Please circle)
	Football Field		UFC Area or Aerobics Room (Please circle)

Rank: _____ Requestor Name: _____ Duty #: _____

E-Mail Address: _____@us.af.mil

Squadron/Flight: _____ Approx.# of People: _____

First Sergeant Name: _____ E-Mail Address: _____us.af.mil

Will there be alcohol? Y N

Will there be use of the grills? Y N

Will there be fundraising? Y N

Date: _____ Requester's Signature: _____

Date: _____ Staff Name: _____

EMAIL FORM TO

warriorfitnesscenter@outlook.com

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FOR FITNESS CENTER PROGRAM POC ACTION ONLY

Approved/ Disapproved

Date: _____ Staff Member Name & Signature: _____

Date Reservation was recorded on the Front Desk Drive: _____

Date contact was made with Requestor: _____ Time: _____

DEPARTMENT OF THE AIR FORCE 99th FSS/FSVS

FSVS OPERATING INSTRUCTION 34-11

Nellis AFB, NV 89191

14 April 2026

FITNESS CENTER RESERVATION AND PRIORITY POLICY

1. PURPOSE: This Operating Instruction (OI) is designed to lay out the rules for the reservation system at the Warrior Fitness Center on Nellis AFB.

2. RESPONSIBILITY: All Fitness and Sports Center personnel assigned are responsible for the implementation of this OI.

3. PROCEDURES: ReThe main gym (Courts 1, 2 and 3), Softball Field (1, 2 and 3), Freedom Park, Sports Pavillion, UFC Area Aerobics Room may be reserved for over an hour. Individuals must fill out this request form and wait for approval from fitness center leadership.

3.1 Reservations: The football field, ALL pavilions, UFC area, and Gym Court 3 must complete this form regardless of requested time at least 24 hours in advance. All other areas can be reserved by fitness center staff for up to 1 hour. Any intramural/extramural sports or official PFA testing on court 3 will take precedence over reservations. The Requester will be responsible for the cleanup of any trash or grill items and are responsible for the behavior of others attending. If there is any damage to the premises, the Requester and their First Sergeant will be contacted for cleanup/replacement.

3.1.1. If the POC plans on serving alcohol, approval from the Installation Commander is required. If fundraising is involved, a request Private Organization Fundraising Request Form must be filled out and coordinated with the installation Private Org Monitor.

3.1.2. Reservations are subject to cancellation if participants do not show up within 10 minutes of your scheduled reservation.

3.1.3. The Fitness Center Operations Manager, Section Chief or Fitness Center Manager will review reservation request forms and they or a fitness staff member will respond by email.

