



COMMAND RESERVATION FORM

* Effective June 1, 2020, all reservations must be emailed to chafeereservation@gmail.com. Please print all information clearly.

Name of CFL, ACFL or Command PT Point of Contact: _____

Email: _____

Telephone Number: _____

Command/Unit: _____

Date(s) Requested: _____

Start Time: _____

End Time: _____

Number of Participants: _____

<u>AREA</u>	<u>INDOOR EQUIPMENT</u>	<u>PFA SPECIFIC</u>
<input type="checkbox"/> Basketball Courts (Can only be reserved during peak hours for command PT**)	<input type="checkbox"/> Dodgeball	<input type="checkbox"/> Basketball Court ___ Full ___ 1/2
<input type="checkbox"/> Racquetball Courts	<input type="checkbox"/> Circuit/Strength Equip.	<input type="checkbox"/> Bikes
<input type="checkbox"/> Wallyball (min 6, max 8 people)	<input type="checkbox"/> NOFFS Bands	<input type="checkbox"/> Treadmills
<input type="checkbox"/> Volleyball (min 10 people)	<input type="checkbox"/> Cones	<input type="checkbox"/> Rowers
<input type="checkbox"/> Group Exercise Room (max 30 people)		<input type="checkbox"/> Group Exercise Room
<input type="checkbox"/> Cycling Room (max 25 people)		<input type="checkbox"/> Track ___ Secured ___ Non
<input type="checkbox"/> Track		<input type="checkbox"/> Pool Lanes
<input type="checkbox"/> TRX Outside Box		<input type="checkbox"/> Scales
<input type="checkbox"/> Outdoor Grass Field		
<input type="checkbox"/> Pool		
<input type="checkbox"/> NOFFS Zone (MWR Instructor Required)		
	<u>OUTDOOR EQUIPMENT</u>	<u>REQUESTING A MWR INSTRUCTOR</u>
	<input type="checkbox"/> Softball	<input type="checkbox"/> Yes
	<input type="checkbox"/> Flag Football	<input type="checkbox"/> No
	<input type="checkbox"/> Soccer	
	<input type="checkbox"/> Cones	

**** Dodgeball, Basketball, Wallyball, Volleyball are not considered command PT.**

**** Facility Peak hours are 0500-0700 and 1500-1800 Monday – Friday.**

PFA SPECIFIC RULES: The pool may provide one/two lanes, and must be reserved during hours of operation. The indoor track only has two lanes and it is not optimal for running a PRT. Large groups must run in multiple waves and account for this in your time request. To reserve the Outdoor Track, located near OTCN, contact the OTCN Facilities Manager, Dan Podesta, at dan.g.podesta.civ@us.navy.mil.

ADDITIONAL INFORMATION: _____

MWR INSTRUCTOR GUIDELINES: All commands may schedule a class led by a MWR Instructor. MWR needs a minimum of seven days to process requests for instructor-based classes to ensure an instructor can be scheduled. Forms may be submitted two to four weeks prior to the requested date. Ten person minimum is required for any class. You can pick from any group exercise or NOFFS format. Some specialty classes may depend on instructor availability.

RESERVATIONS: Are on a first come, first served basis and are not guaranteed until a MWR Fitness Representative confirms the reservation. There is a 24-hour turnaround time for review for requests received Monday through Friday and 72 hours for requests received Saturday, Sunday, or Federal Holidays. All reservations received after 1500 will be reviewed the following business day. PFA Reservations are accepted eight to ten weeks prior to the PFA date. Organized non-sport command physical training sessions are accepted up to four weeks in advance. There are no civilian court reservations.