

**Elmendorf Fitness Center
Reservation Request Form**

I understand that my reservation is not final or approved until I receive confirmation from Elmendorf Fitness Center. Paper copies of this form are available at the Elmendorf Fitness Center front desk and is also available electronically at JBERlife.com you can submit this form electronically to elmendorffitnesscenter@us.af.mil

Reservation Request Information:

Purpose of Reservation:

Date of Reservation (One time requests):

Monthly Unit Request:

Time (Begin on the hour or half hour only):

Requested Area:

Approximate Number of Personnel:

Activity:

Reoccurring Unit Physical Training (Max 3 days per week unless approved by Fitness Director):

Days of the Week: Mon Tue Wed Thu Fri Sat Sun

Customer Information:

Rank, Name: _____ Rank, Name: _____

Unit: _____ Unit: _____

Duty Phone: _____ Duty Phone: _____

E-mail Address: _____ E-mail Address: _____

I understand that submission of this form is only a request and not a confirmation of a reservation for my unit.

Signature of requestor: _____

Staff Use Only:

Staff Member: _____ Date/Time Received: _____

1. Reservation schedule clear at requested time: Yes No

2. Enter date, time, location of reservation.

3. Reservation moved to another Time: _____ Location: _____

4. Date Customer Contacted and method of contact

5. Special request that requires Fitness Center Leadership Approval:

Manager Approval _____ Date: _____