

**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](http://JBERlife.com) you can submit this form electronically to [elmendorffitnesscenter@us.af.mil](mailto: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: \_\_\_\_\_