



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, 673D AIR BASE WING  
JOINT BASE ELMENDORF-RICHARDSON, ALASKA**

13 OCT 2023

MEMORANDUM FOR FITNESS CENTER PATRONS & STAFF

FROM: 673 FSS/FSVS

SUBJECT: Reservation & Priority of Use Policy

- 1. Purpose of Facility Reservations:** To ensure facility use priority for unit physical training Elmendorf Fitness Center will be making the following modifications to the reservation program. Exceptions to the below policies will be made on a case-by-case basis only through the Fitness Center Director, Aquatics & Fitness Manager or the Fitness NCOIC.
- 2. Areas Available for Reservation:**
  - a. Half Basketball Court
  - b. Full Basketball Court
  - c. Volleyball Court
  - d. Large Group Exercise Room
  - e. Yoga Studio
  - f. Racquetball Court
  - g. Wallyball Court
  - h. Indoor Track
- 3. Types of Reservations and Priority Order:** The following will be used to govern facility use due to our limited availability. Reservations of a lower priority may be moved or canceled at the discretion of the Fitness Center Director. Any category of user not listed below can use the facility on a first come first served basis only.

*Requires written reservation request.*

- a. Mission related military training or requirements
- b. Unit Official Fitness Assessments
- c. Unit physical training

*Reservations only with permission from Fitness Center Leadership.*

- d. Unit special events.
- e. Other JBER organizations. 90% of participants must be valid I.D. card holders to be presented upon request. Exceptions may be approved by the Fitness Center Director.
- f. Off-base organizations or groups coordinated with JBER public affairs.

**4. Reservations Procedure:**

- a. Must be made at least two duty days in advance. Reservations received on non-duty days (weekends, federal holidays, PACAF family days, or when the fitness center is closed) may not be reviewed until the next business day. Fitness Center Staff may take up to two duty days to reply to a request. Reservations for the upcoming month may not be made until the 20<sup>th</sup> of the month prior. Reservations are not confirmed, or space guaranteed

until the Fitness Center Staff contacts the requestor to provide approval of space and time.

- b. Change requests will be treated as new reservation requests and need to follow all reservation requirements.
- c. Will be made in writing via the reservation request form. Forms are available at the Fitness Center front desk or the form can be submitted via e-mail to [elmendorffitnesscenter@us.af.mil](mailto:elmendorffitnesscenter@us.af.mil). Each request will require a separate form (except for monthly Unit PT requests or as approved by Fitness Center Director).
- d. Only allowed during staffed hours of operation.
- e. Limited to 90 minutes.
- f. Patrons must check in with fitness center staff at least 10 minutes prior to scheduled reservation start time or the area of the facility will be opened up for first come first serve use.
- g. If the number of users that actually show up is less than the required number to maintain the reservation, i.e. less than 50 people for a full basketball court your reservation may be moved to a more suitable area.
- h. **REOCCURRING Unit Physical Training Reservations:** Unit PT requests will be accepted on a monthly basis through the squadrons UFPMs or a unit leader (O-3 and above and E-7 and above).
  - a. May be submitted no earlier than the month prior to the request month.
  - b. Limited to 90 minutes per session, three times per week.
  - c. 2 consecutive no shows for reserved areas without notifying the fitness center will result in cancellation of all future reservations and a 1 month probation for the unit.

## 5. Space Capacities and Minimum Capacity.

- a. Room capacity will be limited to no more than the fire code authorization for the space or any other superseding operational guidance in effect that lowers the capacity below Fire Code.
- b. Some spaces may have a minimum number of personnel to reserve a certain location, this is done to ensure equitability of facility space for larger units that cannot fit in the smaller areas. If the number of users is small reservations may be adjusted to accommodate more groups.

## 6. Fitness Center Open Court Facilities:

- a. Racquetball Court 3 is an open challenge court outside of the peak physical training (PT) hours of 0600-0800 and 1500-1700 when units may reserve this space.
  - b. Basketball Court 1 & 2 is an open challenge court outside of the peak physical training (PT) hours of 0600-0800 and 1500-1700 when units may reserve this space.
  - c. Open challenge court rules:
    1. First come first serve.
    2. Winning team/individual may stay on the court for no more than two consecutive games when others are waiting.
    3. White board may be provided for waiting teams/individuals to sign-up.
7. Please contact the Fitness Center NCOIC at 552-0613 if you have any questions in regards to this policy.

JOSHUA D GRIESER, CIV, DAF  
Director, Elmendorf Fitness Center