



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

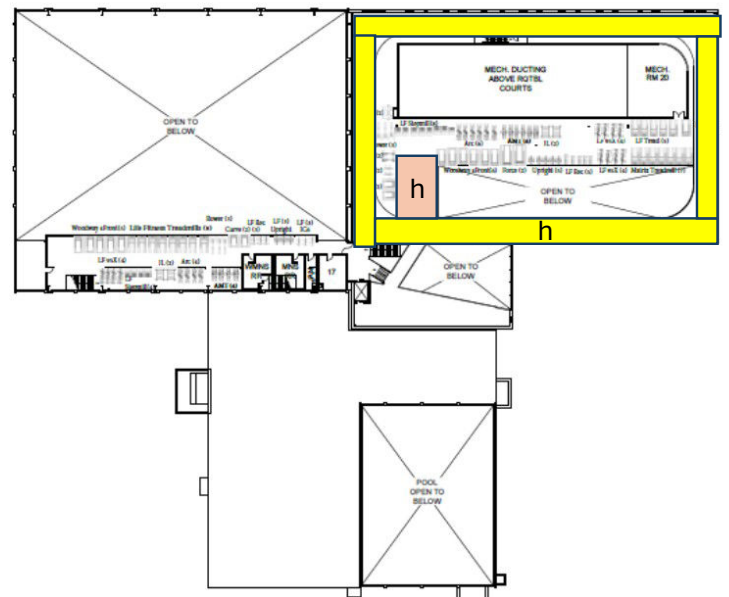
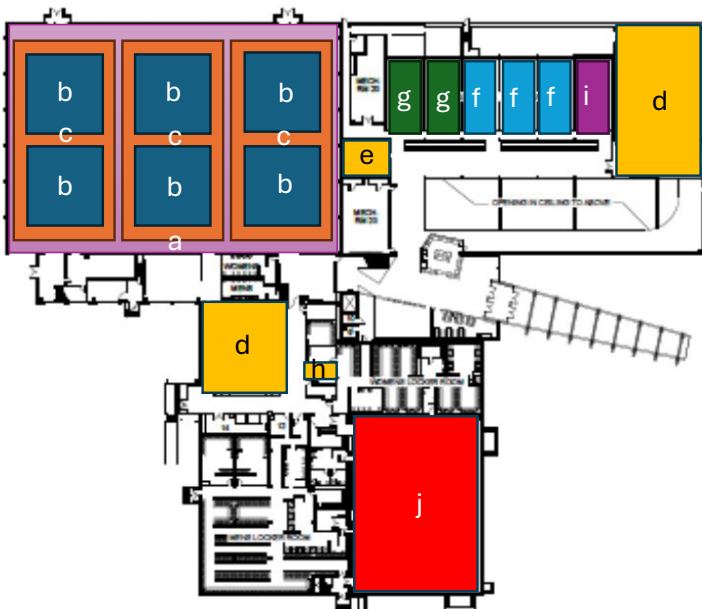
1 April 2026

MEMORANDUM FOR FITNESS CENTER PATRONS & STAFF

FROM: 673 FSS/FSVS – Elmendorf Fitness Center Director

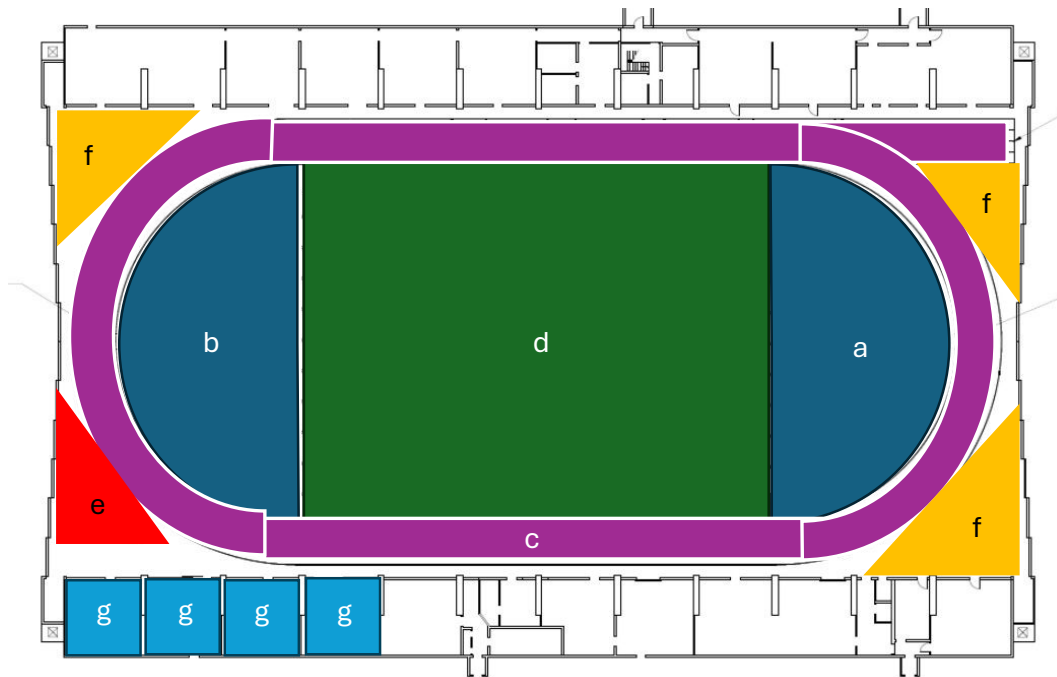
SUBJECT: Reservation & Priority of Use Policy

1. Purpose of Facility Reservations: To ensure priority use for unit physical training and fitness testing at Elmendorf Fitness Center and Hangar 5.
2. Areas Available for Reservation at Elmendorf Fitness Center:
  - a. Full gymnasium
  - b. Half Court
  - c. Full Court
  - d. Group Exercise Rooms
  - e. Conference Room
  - f. Racquetball/wallyball courts 3, 4, 5
  - g. Functional Fitness Room 1 or 2
  - h. Indoor Track/Testing Area
  - i. Combatives Room
  - j. Pool



3. Areas Available for Reservation at Hangar 5 Field House:

- a. Halfmoon Fitness Area South
- b. Halfmoon Fitness Area North
- c. Track
- d. Turf Field or Half Turf Field
- e. Free Weight Corner
- f. Cardio Corner
- g. Side rooms (not currently available due to construction)



4. Reservation Availability: Reservations are only available during staffed hours of operation at Elmendorf Fitness Center.

5. Reservable Area Capacity:

- a. Room capacity may never exceed the fire capacity for an area. Specific operational minimum and maximum capacities for areas are below.

Elmendorf Fitness Center

Half Basketball Court – Min req.4 | Max Pax – 25

Full Basketball/Volleyball Court/Soccer field – Min req. 12 | Max Pax – 150

Pickleball Court 1 or 2 – Min req.4 | Max Pax – 25

Large Group Exercise Room – Min req.10 | Max Pax – 50

Yoga Studio – Min req. 5 | Max Pax – 30

Racquetball/wallyball courts 3, 4, 5 – Min req.5 | Max Pax – 16

Functional Fitness Room 1 or 2 – Min req.5 | Max Pax – 16

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Indoor Track/Testing Area – Min req. 10 | Max Pax – 100

Combatives Room – Min req.5 | Max Pax – 16

Pool – Min Req – Activity specific | Max Pax 85 in the water | 100 total in pool area

### Hangar 5

Halfmoon Fitness Area South – Min Req – 25 | Max Pax – 75

Halfmoon Fitness Area North – Min Req – 25 | Max Pax – 75

Track – Min Req – 16 | Max Pax – 100

Turf Field – Min Req – 25 | Max Pax – 100

Half Turf Field – Min Req – 10 | Max Pax – 50

Free Weight Corner – Min Req – 10 | Max Pax – 25

Cardio Corner – Min Req – 10 | Max Pax – 25

Side Rooms 1, 2, 3, 4 – Min Req – 5ea | Max Pax – 20

5. Types of Reservations and Priority Order: The following will be used to govern facility use. 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.

- a. FSS Fitness, Aquatics & Sports Programing

*Requires reservation request via online scheduling tool.*

- b. Mission military training or requirements
- c. Unit Official Fitness Assessments
- d. Unit physical training
- e. Unit special events

6. Priority B-E Elmendorf Fitness Center Reservation Procedure:

- a. May only be submitted by the Unit Fitness Program Manager or sister service equivalent. 1<sup>st</sup> Sergeant, Senior Enlisted Leader or Unit Commander may submit requests in the absence of a UFPM.
- b. Must be made via the online scheduling tool at least two business days in advance. Reservations received on non-duty days (weekends, federal holidays, PACAF family days, or when the fitness center is closed) will not be reviewed until the next business day. Fitness Center Staff may take up to two duty days to reply to a request.
- c. Reservations may not be made for more than 30 days out. Reservations are not confirmed, or space guaranteed until the Fitness Center Staff reviews and approves the reservation via the online tool.
- d. Change requests are allowed for up to 48 hours before a reservation starts but need to be reapproved by staff if changing location, date or time and the change needs to follow all reservation requirements.
- e. Limited to 90 minutes.

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- 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 depending on facility usage at the time of the reservation.
- h. REOCCURRING Unit Physical Training Reservations, limited to no more than 3 sessions per week. 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.

### 7. Priority B-E Hangar 5 Reservation Procedure:

- a. May only be submitted by the Unit Fitness Program Manager or sister service equivalent. 1<sup>st</sup> Sergeant, Senior Enlisted Leader or Unit Commander may submit requests in the absence of a UFPM.
- b. Must be made via the online scheduling tool at least two business days in advance. Reservations received on non-duty days (weekends, federal holidays, PACAF family days, or when the fitness center is closed) will not be reviewed until the next business day. Fitness Center Staff may take up to two duty days to reply to a request.
- c. Reservations may not be made for more than 30 days out. Reservations are not confirmed, or space guaranteed until the Fitness Center Staff reviews and approves the reservation via the online tool.
- d. Change requests are allowed for up to 48 hours before a reservation starts but need to be reapproved by staff if changing location, date or time and the change needs to follow all reservation requirements.
- e. Limited to 90 minutes.
- f. 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 depending on facility usage at the time of the reservation.
- g. REOCCURRING Unit Physical Training Reservations, limited to no more than 3 sessions per week. 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.
- a. During staffed hours 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.
- b. During unstaffed hours patrons must bring a copy of their approved reservation with them to Hangar 5. Staff will print a list of approved reservations for the coming day near the 24/7 scan entry door.

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8. Reservations Requests that fall outside of the above categories:

- a. Must be made at least 90 days in advance. Reservations received on non-duty days (weekends, federal holidays, PACAF family days, or when the fitness center is closed) will not be reviewed until the next business day.
- h. Change requests are allowed for up to 30 days before a reservation starts but need to be reapproved by staff if changing location, date or time and the change needs to follow all reservation requirements.
- b. Will be made in writing via e-mail to [elmendorffitnesscenter@us.af.mil](mailto:elmendorffitnesscenter@us.af.mil).
- c. Duration will be assigned if the reservation is approved.
- d. 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.
- e. 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 depending on facility usage at the time of the reservation.
- f. These requests typically require additional approvals including PA approval for off-base orgs, sponsorship event request approval, fire/safety approval if using the facility for other than its intended purpose or public health approval if serving food. All additional approvals must be received from those offices before the reservation will be approved.

8. Pool reservations additional requirements

- a. Military training outside of posted operational hours
  - a. If training requires fitness lifeguards, it will be dependent on staffing availability.
  - b. If training is self-guarded, MOA needs to be on file with the requested unit and the aquatics manager.
- b. Military training or unit PT during pool operational hours
  - a. Requests that would close the pool during posted operational hours (requires approval from the Fitness Center Director):
    - i. Must be made at least 30 days in advance to allow advertising of the hours reduction.
    - ii. Reservations are not confirmed, or space guaranteed until the Fitness Center Staff contacts the requestor to provide approval of space and time.

- iii. If training requires fitness lifeguards it will be dependent on staffing.
- iv. If training would be self-guarded, MOA needs to be on-file with the requesting unit and the aquatics manager.

9. Elmendorf 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 3 & 4 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.

10. Please contact the Fitness Center NCOIC at 552-0613 if you have any questions in regards to this policy.

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