



Sports, Fitness and Aquatics
Facility/Field Request for Non-Military Units

This is only a request form. It is the responsibility of the requestor to see if the request is approved or denied. A two week lead time is recommended.

POC NAME: _____ TODAY'S DATE: _____

POC EMAIL: _____

POC PHONE CONTACT: WORK _____ CELL _____ HOME _____

UNIT/GROUP/ORGANIZATION: _____

FACILITY REQUESTED AND INSIDE AREA REQUIRED: _____

FIELD REQUESTED: _____

DATE/S REQUESTED: _____ TIMES: _____

PURPOSE/DESCRIPTION OF ACTIVITY TO BE CONDUCTED: _____

The applicant agrees to the following conditions for use of the facility/field:

The applicant must provide their equipment and supplies for the event. All cancellations will be in writing to SFA a minimum of 7 days before the event. There are not pets or alcohol allowed on any fields. The applicant will ensure that all SFA rules/requirements/and regulations are met. The applicant is responsible for all damages and clean up once the event is over.

Email this form to alfred.r.francisco.naf@mail.mil and/or steven.f.wambach2.naf@mail.mil. You will receive a confirmation of receipt with 3 working days.

For Official Use Only _____

Request approved

Request Denied & Reason

Alfred Francisco
Facilities Manager Sports/Fitness & Aquatics
Fort Huachuca, Arizona 85613
520-533-3180



**Sports, Fitness and Aquatics
Facility/Field Request for Military Units**

This is only a request form. It is the responsibility of the requestor to see if the request is approved or denied. A two week lead time is recommended.

Today's Date _____

Unit POC: _____ POC EMAIL: _____

Alternate Unit POC: _____ Alternate POC EMAIL: _____

Unit Phone Contact: Work _____ CELL _____ Alternate _____

Requesting Unit: _____ Unit Approval 1Sgt or Cdr _____

FACILITY REQUESTED AND INSIDE AREA REQUIRED: _____

FIELD REQUESTED: _____

DATE/S REQUESTED: _____ TIMES: _____

(Reservations will not be taken for Federal/Training Holidays or during the hours 0500-0800) (Event times include set up and tear down)

Purpose of Unit Activity/Training to be conducted: _____

The applicant agrees to the following conditions for use of the facility/field: The applicant must provide their equipment and supplies for the event. All cancellations will be in writing to SFA a minimum of 7 days before the event. Failure to cancel or a no show situation may result in a reservation suspension for the Unit in violation of this agreement. There are not pets or alcohol allowed on any fields. The applicant will ensure that all SFA rules/requirements/and regulations are met. The applicant is responsible for all damages, and clean up once the event is over.

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