



Smith Gym Basketball Court

RESERVATION APPLICATION

Hours of Operation:
Monday – Friday: 5 AM – 7:30 PM
Saturday & Sunday: 8 AM – 2 PM

RESERVATION POC: _____ UNIT: _____
 WORK PHONE: _____ CELL PHONE: _____
 E-MAIL ADDRESS: _____
 ALTERNATE POC: _____ UNIT: _____
 WORK PHONE: _____ CELL PHONE: _____
 E-MAIL ADDRESS: _____
 FUNCTION: _____ COURT SIZE: Full Court Half Court
 MISSION RELATED: YES / NO (Please circle) EXPECTED ATTENDANCE: _____ (Enter Number)
 DATE(S) OF FUNCTION: _____
 SETUP TIME: _____ TIME FUNCTION IS TO BE HELD: _____ DEPARTURE TIME: _____

PLEASE READ AND INITIAL:

- _____ 1. Reservations are made on a space-available basis with priority given to Unit sponsored events and official functions. Reservations may be cancelled or adjusted to accommodate official functions. As much notice as possible will be provided to allow for alternative accommodations.
- _____ 2. A minimal of 24 hours prior notice is requested.
- _____ 3. NO FOOD OR BEVERAGES ALLOWED ON BASEKETBALL COURT UNLESS PRIOR APPROVAL HAS BEEN GIVEN.
- _____ 4. The POC will be responsible for the behavior of attendees of the function.
- _____ 5. The POC will be responsible to pick up trash and other articles in basketball court.
- _____ 6. Proper Athletic Shoes (Non-marking soled shoes) must be worn on basketball court. No street shoes, combat boots or shoes that have been worn outside permitted.
- _____ 7. Smith Gym is not responsible for lost or stolen items. For your protection, please lock your personal property in a locker!
- _____ 8. If facility is found to be damaged or not clean the POC'S command will be notified.

_____ *Date* _____ *Time* _____ *Signature Of POC* _____ *Employee's Name*

REQUEST IS:

APPROVED or DISAPPROVED

_____ *Approver's Signature*

POST INSPECTION ON

_____ *Date* _____ *Time* BY _____ *Employee's Name* _____ *Signature Of POC*