



COMMAND RESERVATION FORM

* Effective June 1, 2020, all reservations must be emailed to chafeereservation@gmail.com, please print all information clearly.

Name of CFL, ACFL or Command PT Point of Contact: _____

Email: _____ Telephone Number: _____

Command/Unit: _____ Date(s) Requested: _____

Start Time: _____ End Time: _____ Number or Participants: _____

Group Exercise Room is reserved for commands with 30 or less participants. NOFFS Zone is reserved for commands with five - 20 participants and MWR Fitness Leader is required.

<u>AREA</u>	<u>INDOOR EQUIPMENT</u>	<u>PRT SPECIFIC</u>
<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Dodgeball	<input type="checkbox"/> Basketball Court __ Full __ 1/2
<input type="checkbox"/> Racquetball Courts	<input type="checkbox"/> Circuit/Strength Equip.	<input type="checkbox"/> Bikes
<input type="checkbox"/> Wallyball (minimum 10 people)	<input type="checkbox"/> NOFFS Bands	<input type="checkbox"/> Treadmills
<input type="checkbox"/> Volleyball (minimum 10 people)	<input type="checkbox"/> Cones	<input type="checkbox"/> Group Exercise Room
<input type="checkbox"/> Group Exercise Room		<input type="checkbox"/> Track __ Secured __ Non
<input type="checkbox"/> Cycling Room	<u>OUTDOOR EQUIPMENT</u>	<input type="checkbox"/> Pool Lanes
<input type="checkbox"/> Track	<input type="checkbox"/> Flag Football	
<input type="checkbox"/> TRX Outside Box	<input type="checkbox"/> Soccer	
<input type="checkbox"/> Outdoor Grass Field	<input type="checkbox"/> Cones	** Dodgeball, Basketball, Wallyball, Volleyball, and Pickleball are not considered command PT.
<input type="checkbox"/> Pool		** Facility Peak hours are 0500-0700 and 1500-1800 Monday-Friday.
<input type="checkbox"/> NOFFS Zone		

PFA SPECIFIC RULES: The pool may provide one-two lanes, and must be booked during pool hours of operation. The indoor track only has two lanes and it is not optimal for running PRT. Large groups must run in multiple waves and account for this in your time request. To reserve the Outdoor Track, located near OTCN, contact the OTCN Facilities Manager, Dan Podesta, at dan.g.podesta.civ@us.navy.mil.

Additional information _____

MWR INSTRUCTOR GUIDELINES: All commands may schedule a class led by an MWR Instructor. MWR needs a minimum of seven days to process requests for instructor-based classes to ensure an instructor can be scheduled. Forms may be submitted two-four weeks prior to the requested date. Ten person minimum is required. You can pick from any group exercise, yoga or NOFFS format. Some specialty classes, such as Yoga, may depend on instructor availability.

RESERVATIONS: Are on a first come, first served basis and are not guaranteed until a MWR Fitness Representative confirms the reservation. There is a 24-hour turnaround time for review for requests received Monday through Friday and 72 hours for requests received Saturday, Sunday or Federal Holidays. All reservations received after 1500 will be reviewed the following business day. PFA Reservations are accepted eight to ten weeks prior to PFA date. Organized non-sport command physical training sessions are accepted up to four weeks in advance. There is no civilian court reservations.