

**COMMAND RESERVATION FORM**

* Effective June 1, 2020, all reservations must be emailed to chafeereservation@gmail.com, please print all information clearly. Reservations need to be submitted by a CFL or ACFL.

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

Email: _____

Telephone Number: _____

Command/Unit: _____

Date(s) Requested: _____

Start Time: _____

End Time: _____

Number of Participants: _____

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

PT		EQUIPMENT		NON-PT INSIDE
Basketball Courts	1 (Full) _____ 2 (Full) _____ 1/2 _____	Bikes # _____ Treadmills # _____ Rowers # _____ Circuit/Strength _____ Kettlebells _____ Dumbbells _____ Foam Rollers _____ Ropes _____ NOFFS Bands _____ Cones _____ Medicine Balls _____ Speaker _____		Volleyball _____ Wallyball _____ Raquetball _____ Pickleball _____ Dodgeball _____ Soccer _____
Track	Secured _____ Unsecured _____			
Group Exercise Room	_____			
NOFFS Zone	_____			
Pool Lanes #	_____			
TRX Box	_____			

MWR INSTRUCTOR REQUESTED

Cycle _____
Yoga _____
Circuit/Bootcamp _____
NOFFS Aquatics _____
Zumba _____
Kickboxing _____

NON-PT OUTSIDE
Flag Football _____
Frisbee _____
Soccer Ball _____
Kickball/Bases _____

** Facility Peak hours are 0500-0700 and 1500-1800 Monday-Friday.

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 NAPS Athletics at (401) 841-4732/1248.

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 to 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.