



# Sports, Fitness, and Aquatics (SFA) Facility Reservation Form



**PRINCIPAL PURPOSE:** To officially reserve the following SFA Facilities: Warrior Field, Sentinel Field, Krueger Track & Field, Bujalski Track & Field, and the Barnes Field House and Eifler Fitness Center Gymnasium's. No reservations are permitted during PT hours (0500 - 0800). A minimum of two weeks' notice is required for Events.

**Facility:** \_\_\_\_\_

**Date(s) of use:** \_\_\_\_\_ **Time(s) of use:** \_\_\_\_\_

**Purpose of Facility Use:** \_\_\_\_\_

**Contact Information:**

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**POC's Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

I acknowledge and understand the Sports, Fitness, and Aquatics (SFA) Facility and Track & Field Rules.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Administrative Information:**

Approved

Disapproved (if disapproved, give reason)

**Comments:**

\_\_\_\_\_  
**Management Signature**

\_\_\_\_\_  
**Date**



# Track & Field Rules



1. Priority for field use are as follows:
  - a. Unit Physical Training
  - b. Intramural Sports
  - c. Approved Unit Athletics
  - d. Higher Level Sports
  - e. Special Events
  - f. Individual Training
  
2. Track: Lanes 1-5 are to be used for runners or interval training. Walkers are to use Lanes 6-8.
  
3. The following are strictly **Prohibited** on the Track & Field's:
  - a. Physical Training involving the use of any heavy equipment or sharp objects (e.g., sleds, weights, shotputs, stakes, etc.) that may cause damage to the playing surface.
  - b. Hard Nylon or Metal Cleats.
  - c. Pets
  - d. Foods: Sunflower Seeds, Gum, Candy, etc.
  - e. Drinks (excluding water): Sports Drinks, Sodas, etc.
  - f. Tobacco: Cigarettes, Chewing, Snuff, etc.
  - g. Glass Containers: Bottles, Cups, etc.
  - h. Sports not intended for this venue: Javelin, Shotput, Golf, Bicycles, Baby Strollers, Skates, Rollerblades
  
4. All other entities wishing to utilize Bujalski Track & Field will need signed authorization from the Director, Family and Morale, Welfare and Recreation.
  
5. For reservation information, contact Barnes Field House at 533-2948 or Eifler Fitness Center at 533-4723.



# Gym Detail Checklist



Please notify Eifler Fitness Center staff when event has ended for cleanup instructions. Follow staff directions to complete duties without damaging equipment and property. Cleaning supplies will be provided if needed.

\_\_\_ Thoroughly sweep and mop tarps/floor if necessary.

\_\_\_ If bleachers are used, please sweep them to remove all trash, and mop if needed.

\_\_\_ Check the entire gym for trash and empty all garbage bins in the dumpster across the street.

\_\_\_ If the facility is utilized before, during, or after normal hours of operation, please check all four latrines, wipe down surfaces, toilets, and urinals, and remove trash. Sweep and mop as needed.

\_\_\_ Wipe down and sanitize all touched areas, chairs, bleachers, and other surfaces, after use.

\_\_\_ Return all borrowed items to staff.

Eifler staff will conduct a final inspection of the gym and latrines before dismissing the detail and signing the form.

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**POC Print Name**

**Signature**

**Date**

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**Staff Print Name**

**Signature**

**Date**