



Smith Gym Basketball Court

RESERVATION APPLICATION

Hours of Operation: Monday – Friday 4 AM – 7 PM

Saturday – Sunday 7:30 AM – 3 PM

RESERVATION POC: _____ UNIT: _____

WORK PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

ALTERNATE POC: _____ UNIT: _____

WORK PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

FUNCTION: _____

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