



SPORTS FIELD RESERVATION FORM



Requests forms submissions are no more than 90 days out and **no later than 14 days** for event date. Point Of Contact (POC) must be an E-5 or O-1 and above for any unit event. It's the POC's responsibility to ask for a walk-through request and a follow-up if no approval receipt within 7 days of requested reservation.

POC Name: _____ Today's Date: _____

POC Email: _____ Unit/Organization: _____

POC Cell Phone: _____ Number Personnel Attending: _____

Requested Facility: _____

Date of the Event: _____ Requested Time: _____ To: _____

Purpose/Description: _____ Type of Sports Playing: _____

Additional Requests:

- Lights to be "ON" (POC must turn off lights after the event is done).
- Concession-stand open to serve or sale food (ensure memo is in process).

POC RESPONSIBILITIES & SPORTS FIELD RULES:

1. The POC/Unit must provide their own sport equipment and clean supplies (trash bags, toiletries, etc.) for their event.
2. The POC/Unit is responsible for cleaning/police-call the whole facility including restroom/concession. Remove all trash bags from bins and taking them to nearest dumpster after completion of event.
3. No pets are allowed within the gates/fence line of the following fields Evan's Softball Complex, Delgado Softball Field, Sports Dome Field, Tal Afar/16th St., Contreras/9400 Field, Blackhorse, Phantom Warrior Stadium.
4. No vehicles may be staged or parked in any of the fields/stadium, unauthorized parking stalls or grassy areas.
5. Locked facilities will be unlocked **no earlier than 30 minutes prior to the event start time**. It's the POC's/Unit responsibility to ensure gates/doors/locks are closed, locked, secured after their event is done.
6. Fundraiser Memo must be approval for sale prior to event date.
7. To cancel, a written email notice is requested at least 2 days in advance.
8. Sports Fields/Facilities are to be utilized for the intended purpose of Sports related activities, No Physical Fitness tests are approved at any of the facilities due to wear & tear of the back-&-fourth of weighted sheds, tossing of weights, and dropping weights. It's under rules & regulations on our website; <https://cavazos.armymwr.com/programs/outdoor-sports-facilities>
9. Any deviation from intended use must be outlined/authorized by this form, may not have any negative impact on the facility/field, and may require submission of a DD2977 (units and individuals utilizing SFA Facilities/Fields are responsible for their own risk assessment/assumption).
10. It is the POC/Unit's responsibility to ensure that participants follow these Facility rules in addition to any posted facility-specific rules, and any installation policies/requirements.
11. As the POC of this event, I agree to inform all participates of the above listed conditions for Facility/Field utilization.

POC Digital Signature:

Email form to
peter.g.perez.naf@army.mil
edwin.e.gonzalez.naf@army.mil

OFFICE USE ONLY:

Request: APPROVED DENIED/Reason: _____

Management Digital Signature: _____