DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
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AMIM-HAG-ZA | Policy Letter # 17 | 01 Oct 2026

MEMORANDUM FOR United States Army Garrison (USAG) Fort Hamilton

SUBJECT: USAG Fort Hamilton Policy Letter – Authorized Personnel for Sports and Fitness Center Policy for U.S. Army Garrison, Fort Hamilton, NY

1. Reference: Army Regulation (AR) 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

2. The purpose of this memorandum is to set forth, in addition to the provision of AR 215-1 and other laws or regulatory sources, the requirements to use sports and fitness facilities on Fort Hamilton.

3. Policy: In accordance with (IAW) AR 215-1, Garrison Commanders must verify patron eligibility before granting access to Directorate of Family and Morale, Welfare, and Recreation (DFMWR) activities. Authorized patrons - including Active Duty, Retired, Reserve, and National Guard personnel, their Family members, Department of War (DoW) Appropriated Fund (APF) and Non-Appropriated Fund (NAF) civilian employees, and other eligible categories listed in AR 215-1, Table 7-1 - must present a valid federal, state, or local government-issued identification card.

a. In accordance with AR 215-1 (Table 7-1 and paragraphs 7-2 and 7-3), local, state, and federal government personnel may be granted DFMWR patronage if the use is mutually beneficial to the garrison and the community, complies with applicable laws and regulations, and generates no additional cost to the Army - unless subsidized by the requesting agency. Pursuant to this authority, the following agencies are approved for access to the Fort Hamilton Sports and Fitness Center:

(1) Base Operation (BASOP) contractor employees who work full-time on the installation;

(2) Active New York Police Department (NYPD) personnel with ID and credentials;

(3) Active Fire Department New York (FDNY) personnel with ID and credentials;

(4) Future military enlistees under direct supervision of a Recruiter;

(5) New York City Office of Emergency Management employees; and

(6) Federal Bureau of Investigation employees with ID and credentials.

b. 24/7 fitness center access will be authorized to the following:

(1) Military Service Members

(2) Military Spouses

(3) Military Retirees

(4) DoW Civilians

c. Guests are not authorized for 24/7 fitness center access.

d. Local organizations under an established memorandum of understanding (MOU) or partnership agreements may be authorized Fitness Center use, subject to legal review and concurrence.

e. Children and Youth aged 14-17 years of age are authorized to utilize the facility if accompanied by a parent or legal guardian when participating in the same fitness activity as the parent or legal guardian and under the direct supervision of a parent or legal guardian.

f. Children and Youth aged 13 years of age and under are authorized use of the facility when the following apply.

(1) Participating in an authorized special program/activity conducted as part of, or on behalf of installation Army Child and Youth Services (CYS). These programs and activities include programs following CYS guidance for children and youth conducted by other MWR programs, community partners (e.g. youth organizations, associations and schools), and third-party organizations.

(2) Utilizing the gymnasium, while participating in the same activity as the parent or legal guardian and under the direct supervision of a parent or legal guardian, (only authorized for youth ages 8 years and older).

(3) Utilizing the gymnasium for weekly Youth Fitness from 1200-1400 each Sunday.

g. Active-Duty Military have priority 0530-0830 hour daily. The Fort Hamilton Fitness Center has authority to restrict access as deemed necessary.

h. Active-Duty Military have priority for use of the Fitness Center facility/services and will not be displaced to make room for youth programs or participants.

i. Sauna, locker room and shower areas are strictly off limits to all children & youth under the age of 18. When viable, a parent or legal guardian will escort youth to and from the restroom.

j. Fitness Center employees under the age of 18 are not required to be accompanied by their legal guardian. Utilization of the equipment is required for the purpose of familiarity.

k. Service Members and youth patrons must maintain strict separation and will not commingle within the facility. Separation is mandatory to minimize safety, liability, and supervision risks.

l. Only authorized Department of War (DoW) ID cardholders may sponsor up to two (2) guests per visit. Sponsors must accompany their guests at all times. Guest privileges do not extend to personnel authorized under paragraph 2, nor to youth DoW ID cardholders. Furthermore, sponsors are strictly prohibited from bringing minor guests for whom they are not the parent or legal guardian, including the children of their adult guests, regardless of whether the child's parent or guardian is present.

m. All patrons must register in the RecTrac system prior to use and then check-in upon each visit to the Fitness Center. Check-in must be completed electronically via RecTrac or manually via a legible sign-in log when RecTrac is not available.

n. Authorized DoW ID cardholders escorting youths aged 8 and older into the Sports and Fitness Center must present proof of guardianship and the youth's valid DoW Dependent ID card. Additionally, the authorized user must sign a waiver agreeing to comply with the Policy Letter for Authorized Personnel. Failure to adhere to these rules and regulations will result in the immediate revocation of fitness center privileges for both the sponsor and the dependent youth.

o. Only patrons referenced in this policy memo and AR 215-1, table 7-1, will be granted access to the Fort Hamilton Sports and Fitness Center.

4. Supersession. This policy memorandum supersedes all previously issued policy memoranda pertaining to its subject matter.

5. Proponent. Point of contact for this policy is Eileen Mora-Rivera, Business and Recreation Division Chief, at 718-630-4482 or Eileen.mora-rivera.naf@army.mil.



RAUL M. MEDRANO
COL, CA
Commanding

Encl
24-7 Waiver & Gym Access Packet

USAG Fort Hamilton Physical Fitness Center (PFC)
24/7 and Unstaffed Hours Access Rules & Waiver of Liability

(1) I will register my Common Access Card (CAC) / military ID card and sign this agreement before accessing the Physical Fitness Center (PFC) during 24-hour (24/7) and unstaffed operating hours.

(2) All authorized patrons as defined in AR 215-1 (*Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities*) - including Active-Duty Military, Military Dependents (ages 18+), DoD Civilians, National Guard, Reserve Personnel, Retirees, and DoD Contractors including BASEOPS employees possessing an authorized Common Access Card (CAC) - may access the PFC during 24/7 and unstaffed hours. By accessing the facility, I agree to report any misuse, facility abuse, or policy violations immediately to the Directorate of Emergency Services (DES) and PFC management.

(3) I am not permitted to bring guests into the facility during 24/7 and unstaffed hours.

(4) There will be no staff supervision or physical assistance during unstaffed hours, and I am expected to conduct myself in accordance with all applicable military standards, rules, and regulations. Closed-circuit television (CCTV) cameras record activities within the PFC 24/7. Violations of facility policies will not be tolerated.

(5) I will swipe my CAC / registered ID card individually for entry; each entry is recorded in the RecTrac database. If I am present in the facility when unstaffed operating hours transition to staffed hours (or vice versa), I will exit the facility and swipe back in for personnel accountability.

(6) Holding or propping doors open, or in any way permitting unauthorized individuals access to the facility ("tailgating"), is strictly prohibited and may result in the immediate revocation of access privileges. Sharing or loaning my CAC / ID card constitutes theft of government services and unauthorized entry, and will be referred for administrative, UCMJ, or civilian prosecution as appropriate.

(7) I will ensure all exterior doors close and latch securely behind me upon entry and exit for safety and security. All emergency exit doors must remain closed and secured except during an actual emergency.

(8) Areas not designated for unstaffed use (e.g., saunas, equipment storage, offices) will remain locked or marked as restricted, and I will not attempt to enter them.

(9) I will not engage in horseplay, unsafe lifting practices, or any conduct that may jeopardize my safety or the safety of others.

(10) If the automated access control system is offline or inoperable, I understand that I am not permitted to enter the PFC. System restoration and maintenance will be handled during normal duty hours.

(11) All fitness equipment must remain inside the PFC and will not be removed from the facility under any circumstances.

(12) I will assess potential hazards before engaging in physical activity and take all reasonable precautions to mitigate the risk of injury, including when using cardiovascular, selectorized, or free-weight equipment. Patrons are strongly encouraged to utilize the "buddy system" during unstaffed hours.

(13) A spotter is strongly recommended when using free-weight barbells. If a spotter is unavailable, safety bars within a power rack or Smith machine must be utilized. Furthermore, I agree not to exercise beyond my current training capability, experience, and physical limits.

(14) In the event of a natural disaster, major structural accident, Chemical, Biological, Radiological, Nuclear, or High-Yield Explosive (CBRNE) incident, or active threat/shooter, I will immediately execute appropriate lockdown or evacuation procedures. If a lockdown occurs, the senior military member present will assume temporary on-scene coordination and immediately contact the Directorate of Emergency Services (DES) / Military Police Desk and Garrison Emergency Operations Center (EOC) for further direction.

(15) Violation of this **USAG Fort Hamilton 24 Hours and Unstaffed Hours Access Rules/Waiver** may result in immediate revocation of 24/7 access privileges, barring from MWR facilities, and referral for appropriate command, administrative, or disciplinary action.

(16) Assumption of Risk and Release of Liability: In consideration of being granted access to the PFC and the use of the equipment and facilities provided by the PFC, and by executing this agreement, I knowingly and voluntarily accept and assume full responsibility for any and all injuries, damages (both economic and non-economic), liabilities, and losses of any nature that may occur to me or my property. I hereby fully and forever release, waive, and discharge the PFC, United States Army Garrison Fort Hamilton, the United States Army, the Department of Defense, and the United States Government - along with their officers, directors, service members, employees, and agents - from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether known or unknown, anticipated or unanticipated, resulting from or arising out of my presence in or use of said facilities and equipment. I further agree to indemnify and hold harmless the PFC, USAG Fort Hamilton, and the United States Government against any claims, demands, or actions arising from injuries or damages sustained by me. I acknowledge that I am solely responsible for my personal safety and well-being.

(17) I acknowledge and understand that the PFC does not provide medical personnel, supervision, instruction, or physical assistance for the use of facilities and equipment during 24/7 unstaffed hours.

(18) I agree to comply with all posted rules and instructions issued by the PFC and garrison command regarding the safe use of facilities and equipment. I agree to conduct myself in a safe, controlled, and responsible manner, and to refrain from using any equipment in a manner inconsistent with its intended manufacturer design and purpose.

(19) I understand and acknowledge that strenuous physical exercise and the use of fitness equipment inherently involve substantial risk of serious bodily injury, including permanent disability, paralysis, and death.

(20) I understand and agree that the PFC, USAG Fort Hamilton, and the United States Government are not responsible for any personal property that is lost, damaged, or stolen in, on, or about the premises.

(21) I understand and agree that my use of the PFC during unstaffed hours is purely voluntary and conducted solely on my personal time and is not within the course or scope of my official federal or military employment.

(22) Physical Health and Pre-existing Medical Conditions: I represent that I am in good physical health and have no medical conditions, symptoms, impairments, or diseases that could be aggravated or worsened by my participation in exercise or use of the PFC. If I develop any medical or health concerns at any time, I will immediately discontinue use of the PFC until cleared for strenuous physical activity by a licensed physician. I agree not to engage in any activity that could foreseeably result in self-injury.

Emergency Notice

An emergency phone and an Automated External Defibrillator (AED) are located within the facility. In case of an emergency, call **911** or contact the Fort Hamilton Police Desk / DES at **(718) 630-4325**.

Acknowledgments & Member Information

I agree to abide by all rules, policies, and regulations set forth above:
Initials: _____

I understand and acknowledge that the use of exercise equipment involves inherent risk of serious bodily injury, including permanent disability and death:
Initials: _____

24/7 and Unstaffed Hours Access Rules & Waiver of Liability, Cont'd

Full Name (Last, First, MI): _____

Date of Birth: _____ **Gender:** _____

Sponsor Name (if applicable): _____

Unit / Organization: _____

Branch of Service / Component: _____ **Grade / Rank:** _____

Official / Primary Email: _____ **Primary Phone:** _____

Home Address: _____

Emergency Contact Name & Relationship: _____

Emergency Contact Phone Number: _____

Patron Signature: _____ **Date:** _____

FOR STAFF USE ONLY

- **Verified By (Print Name / Title):** _____
- **Card Encoded / Access Granted in RecTrac:** [ ] Yes [ ] No
- **Access Expiration Date:** _____
- **Staff Signature:** _____ **Date:** _____