



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMW-WR

19 Nov 24

MEMORANDUM FOR RECORD

SUBJECT: Command Policy #51, Reservation Policy for Family and Morale, Welfare, and Recreation (MWR) Sports, Fitness and Aquatics (SFA) Indoor/Outdoor Spaces

1. References:

a. AR 215-1, Army Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities, 24 September 2010

b. Memorandum for Patron Use of Family and Morale, Welfare and Recreation Fitness Centers and Indoor Pools, 22 May 2023

c. Command Policy #19, Private Organizations

d. Command Policy #22, Fundraising

2. Purpose: To establish procedures and requirements for space reservations in all USAG Humphreys Family and Morale, Welfare and Recreation (FMWR) Fitness Centers, Swimming Pools and Outdoor Sports Complex's.

3. The proponent of this policy is the Directorate, Family and MWR.

4. This policy is effective immediately and will remain in effect until rescinded or superseded.

5. Applicability:

a. These procedures and requirements apply to all personnel, units, organizations and non-federal entities with access to USAG Humphreys.

b. See enclosure 1 for list of reservable SFA spaces.

6. Policies and Procedures

a. Reservations.

(1) In accordance with reference 1b, only eligible patrons may reserve SFA spaces.

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(2) Reservations are authorized from 0800-1700 Monday through Friday. Weekdays 1700-0800, weekends, and holidays, facilities are first-come. Exceptions exception to Zoeckler Field, Balboni Football Field and MWR Fit Boxes (more information below) for the Army Combat Fitness Test (see below). A separate exception applies to K-16 fitness spaces, which can be reserved at anytime during the Fitness Center's staffed operational hours.

(3) Reservation requests (enclosure 2) must be submitted in person at the respective fitness center managing the requested space or via email to usarmy.humphreys.imcom.mbx.fmwr-sfa@mail.mil, at least three business days in advance. Submissions with less than two weeks advanced notice will be considered on a case-by-case basis. All reservations will be made in the Family & MWR operating system (RECTRAC). All requestors must have a RECTRAC household account prior to making any reservation.

(4) All cancellations must be made in writing/email to the respective SFA Staff Office outlined on the reservation request form a minimum of 48 business hours prior to reservation date. Failure to cancel or a no-show situation may result in a reservation suspension for the person/organization.

(5) USAG Humphreys programs and events have first priority and may result in the rescheduling or cancelation of reservations.

(6) Hourly fees will be applied to reservations for any use (events, activities, meetings, etc.) by Non-Federal Entities.

b. Acceptable Use.

(1) Patrons will utilize facilities for the intended purposes to avoid injury to themselves, others, equipment, or facilities.

(2) SFA facilities are not authorized for reservation to conduct paid instructional services, promotional events or assemblies resulting in commercial gain.

(3) Unit and private organization fundraising must follow appropriate approval channels in accordance with reference 1d.

(4) Reservations are for facility space only. Requester(s) must furnish their own activity-specific equipment and supplies unless otherwise coordinated in advance with SFA staff. Equipment or supplies required to enter indoor facilities must be pre-approved by SFA management in advance.

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(5) Requester(s) are responsible for ensuring the space is returned to its original state including removing trash and equipment. Any and all damages accrued during the reservation is the responsibility of the requestor and must be communicated to the MWR Facility Manager for corrective actions. In the event of damage, requester(s) will be held fiscally liable to restore the facility/equipment to its original state.

(6) Pets, smoking, vaping, other tobacco use, and alcohol consumption are not allowed at any SFA facility.

(a) Service animals are authorized and must be appropriately labeled.

(b) Smoking and vaping will only take place in approved designated outdoor areas. If an approved area is not designated, must be minimum 50ft from any facility.

(7) Eating and drinking is only allowed in designated areas as outlined on reservation request forms. Personal grills and other cooking apparatuses used in designated areas of outdoor facilities must be removed immediately following the reservation. Coals and grease must be properly disposed of IAW IMHM Pamphlet No. 420-1.

(8) Family & MWR is not responsible for damaged, lost, or stolen personal equipment/supplies.

(9) Motor vehicles of any kind are not allowed on the fields.

(10) Unless on automatic timer system, it is the responsibility of the reserving POC to ensure field lights are turned on and off at the start and end of the reservation.

(11) Reserving POCs will ensure that all SFA general facility rules and regulations are followed at all times, including Fitness Center, Sports Complex, and Aquatics dress code and conduct policies. Patrons must conduct themselves in accordance with Army Values and follow any and all direction delivered by Family & MWR staff.

7. Army Combat Fitness Test (ACFT)

a. The ACFT may only be conducted at Zoeckler Multipurpose Field, the football field at Balboni Sports Complex and the K-16 Multipurpose Field. No other fields or facilities are authorized for use to conduct the ACFT.

b. Official ACFT testing and ACFT preparatory training are the only authorized purposes for reservations from 0500 to 0800 and from 1700 to 2030. Exception applies only to K-16.

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c. Placement of ACFT, BeaverFit, Conex boxes, etc. at Zoeckler, Balboni Football Field and K-16 requires approval from the USAG Humphreys Command Sergeant Major. Request must come in the form of an official memorandum (enclosure 3).

(1) Space is limited and only a specified number of boxes will be allowed at each field. Zoeckler Field can accommodate up to 9 boxes, Balboni Football Field can accommodate up to 16 boxes and K-16 Field can accommodate up to 10 boxes. Size and attached apparatuses of placed boxes may impact available spaces.

(2) Family & MWR is not responsible for any damage to ACFT boxes and access control is the responsibility of the owning unit/organization.

(3) Up-to-date unit information (unit name, primary and alternate POC and their contact information) must be maintained at all times on the box and at the fitness center overseeing the field. POC information must be re-validated annually. If POC is non-responsive after two contact attempts, MWR will remove the box.

8. Point of contact for this memorandum is Community Recreation Officer at DSN 755-2684.

3 Encls



RYAN K. WORKMAN
COL, AR
Commanding

SITMAN FITNESS CENTER (BLDG# 6815)	COLLIER FITNESS CENTER (BLDG# 1949)	ZOECKLER FITNESS CENTER (BLDG# 1296)	TURNER FITNESS CENTER (BLDG# 2063)
Balboni Football Field - Zone A (BLDG# S-6754)	Soldier Football Field (BLDG# S-1050)	Zoeckler Multipurpose Field - Zone A (BLDG# 12010)	Aerobics Room (BLDG# 2063)
Balboni Football Field - Zone B (BLDG# S-6754)	Soldier Softball Field 1 (BLDG# S-1050)	Zoeckler Multipurpose Field - Zone B (BLDG# 12010)	Conference Room (BLDG# 2063)
Balboni Football Field - Zone C (BLDG# S-6754)	Soldier Softball Field 2 (BLDG# S-1051)	Zoeckler Basketball Court 1 (BLDG# 1296)	
Balboni Pavilion (BLDG# S-6756)	Basketball Court 1 (BLDG# 1949)	Zoeckler Basketball Court 2 (BLDG# 1296)	
Balboni Softball Field 1 (BLDG# S-6762)	Basketball Court 2 (BLDG# 1949)	Combatives Room (BLDG# 1296)	
Balboni Softball Field 2 (BLDG# S-6764)	Basketball Court 3 (BLDG# 1949)	Aerobics Room (BLDG# 1296)	
Balboni Softball Field 3 (BLDG# S-6752)	Raquetball Court 1 (BLDG# 1949)	Fit Box 2 (BLDG# 6815)	
Balboni Softball Field 4 (BLDG# S-6753)	Raquetball Court 2 (BLDG# 1949)		K-16 FITNESS CENTER (BLDG# 158)
Balboni Soccer Field (BLDG# S-6760)	Aerobics Room 1 (BLDG# 1949)		Multipurpose Field (BLDG# 157)
Basketball Court (BLDG# 6815)	Aerobics Room 2 (BLDG# 1949)		Basketball Court (BLDG# 158)
Raquetball Court (BLDG# 6815)	Conference Room (BLDG# 1949)		Outdoor Basketball Court (BLDG# 150)
Combatives Room (BLDG# 6815)	Fit Box 3 (BLDG# 1949)		Tennis Court (BLDG# 150)
Fit Box 1 (BLDG# 6815)			Sand Volleyball Court (BLDG# 165)



USAG HUMPHREYS SPORTS, FITNESS & AQUATICS INDOOR/OUTDOOR SPACE RESERVATION REQUEST



Submission of request form does not guarantee space availability or automatic authorization for use. Requests must be submitted at least three business days in advance. Reservation requests must be submitted in person at the respective fitness center managing the requested space or via email to corresponding POC(s) below.

SITMAN FITNESS CENTER (BLDG #6815)	COLLIER FITNESS CENTER (BLDG #1949)	ZOECKLER FITNESS CENTER (BLDG #1296)	TURNER FITNESS CENTER (BLDG #2063)
Basketball Court	Basketball Court 1	Basketball Court 1	Aerobics Room
Racquetball Court	Basketball Court 2	Basketball Court 2	Conference Room
Combatives Room	Basketball Court 3	Combative Room	K-16 FITNESS CENTER (BLDG #158)
Fit Box 1	Racquetball Court 1	Aerobics Room	
BALBONI SPORTS COMPLEX	Racquetball Court 2	Fit Box 2	Multipurpose Field
	Aerobics Room A	ZOECKLER MULTIPURPOSE FIELD	Indoor Basketball Court
Soccer Field	Aerobics Room B		Outdoor Basketball Court
Softball Field 1	Conference Room		Tennis Court
Softball Field 2	Fit Box 3		Sand Volleyball Court
Softball Field 3	SOLDIER FIELD COMPLEX	Multipurpose Field A	
Softball Field 4		Multipurpose Field B	
Football Field A			
Football Field B			
Football Field C			
Pavilion (adjacent Football Field)			

Requested Date		Requested Times (start and finish)		Type of Function	
Point of Contact (Full Name, Rank/Grade)		POC Phone		POC Email	
Alternate POC (Full Name, Rank/Grade)		Alt. POC Phone		Alt. POC Email	
Unit/Organization	Unit's 1SGT/CSM/CDR/Director	Estimated Attendance (total)	Estimated Active Duty		

By signing this form and placing this request, I understand, acknowledge and will adhere to the below:

- Reservations are authorized from 0800 – 1700 Monday through Friday. All other times including weekends and US Holidays, spaces are first-come, first-served. Exceptions apply for Zo Eckler Field and Balboni Football Field (available for reservation from 0500 to 2030 on weekdays for ACFT testing and preparatory training) and MWR Fit Boxes (available for reservation from 0530 – 2000 on weekdays).
- Garrison Command group and FMWR programs and events have priority and may result in the rescheduling or cancelation of reservations. I agree to make every effort to find and schedule an alternate location if unplanned requirements occur.
- All cancellations must be made in writing/email to the respective SFA Staff Office a minimum of 48 business hours prior to reservation date.
- Pets are **NOT** allowed at any facility or fields. Trained service animals are authorized and must be appropriately labeled and visually identifiable.
- Smoking, vaping or other tobacco use is only authorized in designated outdoor areas and must be at least 50 feet away from facilities.
- Alcohol consumption is not authorized under any circumstances.
- Eating and drinking is only allowed in designated areas, limited to outdoor Pavilions and indoor concessionaire spaces (ie. Jamba Juice). MWR is not liable for any illness or consumption of outside food/beverage. Non-MWR catering services/food & beverage must be approved by FMWR Director.
- Requester(s) are responsible for all damages and must notify SFA staff of all mishaps or broken equipment/facilities during the approved usage. If damage is noted requester(s) will be held liable to restore facility/equipment to its original state.
- Requester(s) must furnish their own activity-specific equipment, expendable/consumable products and other supplies for functions/events held in/on MWR facilities. Use of miscellaneous equipment in/on a MWR Facility requires prior approval by the SFA Staff Office prior to reservation date. Limited equipment may be available for check-out at the requested facility (basketballs, practice jerseys, etc).
- MWR is not responsible for damaged, lost, or stolen personal equipment/supplies of the requester(s).
- Ensure that all DFMWR and Sports, Fitness, & Aquatics rules/regulations are followed, including but not limited to Youth policies. Children 15 and under must be under the direct line-of-sight supervision of a parent or legal guardian at all times.

Requestor(s) Signature	Date	Staff Name and Signature	Date in RecTrac	Date Location-Specific Directions Sent
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Submit reservation request in person to respective fitness center managing the requested space or send via email to:

General SFA Inbox: usarmy.humphreys.imcom.mbx.fmw-sfa@mail.mil

Turner: sangpom.pak2.ln@army.mil

Collier: yongil.kim.ln@army.mil and james.p.edwardsen.naf@army.mil

Zoeckler: hakhun.kim2.ln@army.mil

Sitman: chongchin.kim1.ln@army.mil and sean.d.bowen2.naf@army.mil

K-16 Fitness Center: kwangyol.sin.ln@army.mil



ENCLOSURE 3

DEPARTMENT OF THE ARMY INSERT UNIT LETTER HEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Command Sergeant Major, USAG Humphreys

SUBJECT: Request for Placement of Unit Conex Boxes at Zoeckler and Balboni Family and Morale, Welfare, and Recreation (MWR) Sports Complexes

1. Request authorization for (Unit Name) to place ACFT, BeaverFit, Conex box, or other similar unit within the confines of (PICK ONE: Balboni Football Field or Zoeckler Multipurpose Field).
2. Justification: Justification must include the number of personnel the equipment box will support as well as information on unit's current real property limitations preventing the unit from effectively using the box in their current space.
3. By placing this request, I understand in adhering to the following.
 - a. Provide Up-to-date unit information (unit name, primary and alternate POC and contact information) through exterior sign placement on the box as well providing directly to the managing Family & MWR Physical Fitness Center.
 - b. POC information will be re-validated annually. If designated POC is non-responsive upon two contact attempts by MWR staff, the box will be removed.
 - c. POC must coordinate with the corresponding Facility POC at least 7 business days in advance for delivery and removal of unit from Sports Complex. Box placement must be coordinated with SFA management for proper placement and location approval. Under no circumstance will our box be placed on field turf or track.
 - d. I will not move our box to another area in the field confines once it is placed in approved location.
 - e. Access control to the unit is the responsibility of the owner.
 - f. I understand that USAG-Humphreys is not liable for any damage or theft on our equipment.

3. Point of contact for this memorandum is INSERT UNIT CONTACT

BDE CSM SIGNATURE BLOCK