



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

AMIM-HMW-R

11 July 2025

MEMORANDUM FOR SEE DISTRIBUTION

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 Complexes.

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 This policy is effective immediately and will remain in effect until rescinded or superseded.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, facility use is on a first-come basis. Exceptions to this are for Zoeckler Field, Balboni Football Field and MWR Fit Boxes for the Army Combat Fitness Test (see paragraph 7 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 reservations 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. Any equipment or supplies brought by Requester must be pre-approved in advance by SFA management, a separate approval from the facility reservation approval.

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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, smokers/vapers must be a 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 Fitness Test (AFT)

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 AFT.

b. Official AFT testing and AFT 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 AFT, BeaverFit, Conex boxes, etc. at Zoeckler, Balboni Football Field and K-16 requires approval from the USAG Humphreys Command Sergeant Major. The 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.

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KRISTIN E. STEINBRECHER
COL, AD
Commanding