



## Fort Carson Multipurpose Fields Only/Org Day Reservations

Field:                      Kit Carson Peak                                      Red Cloud Peak                                      River Front Field

<b>Renter Information</b>	Rank/First/Last Name	Today's Date:
	Email Address:	
	POC Phone Number: Alternate POC Phone Number:	Unit:
<b>Reservation Information</b>	Field(s) Requested:	Date(s) Requested:
	Hours of Rental  Begin:                                      End:	Set-up Time to Begin:  Clean up Time to Begin:
	Type of Event to be held:	Anticipated Attendance:
	Lights Needed Yes _____ No _____ Restroom Needed Yes _____ No _____ Power Outlet Needed Yes _____ No _____	Sport equipment needed Y _____ N _____ Separate form to sign out equipment

### The reservation process is based on the Fort Carson Intramural sports schedule.

- All reservations are open to Active Duty Military Personnel for Org days.
- All reservations are now made by filling out the Fort Carson multipurpose field reservation form.
- Reservations must be made at least seven (7) days in advance.
- If sporting equipment is needed, a 24 hour noticed must be placed with Intramural Sports.
- Mandatory to make arrangements for portable restrooms to limit traffic in the fitness center.
- When submitting requests: – Always complete all information requested.
- After submitting a reservation request, you should receive a notification within 24-48 hours after receipt of your request.
- This form is for making requests for multipurpose fields only. Completion of this form does not guarantee approval of your request or confirmation for space.
- Grills are allowed on dirt parking areas only. No parked vehicles allowed on the fields.
- Organizations and spectators shall follow all posted signage.(glass containers, motorized vehicles etc)
- When requests do not meet standard criteria for making reservations, you will be notified.
- Discuss back up plan if necessary due to weather or any unforeseen reasons.
- DFMWR personnel reserve the right to cancel the event if the function taking place exhibits unacceptable behavior.
- **Renter will be notified as soon as possible if the reservation is cancelled due to DFMWR events. DFMWR events take priority over all other reservations.**



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### When reserving the fields for org days the following information for Iron Horse Physical Fitness Center Apply:

- Military personnel, active duty, retirees, their family members and guest are eligible for use of the Fitness Center.
- Active duty not in uniform, retired military and their family members **must** present a valid military ID card prior to using the facility.
- When participating in an org day event entrance to the Fitness Center will be through the front door entrance only. There will be **NO** back door entrance at any time to the facility.
- All policy and procedures for the fitness center will be observed when using the facility.
- Organizations and spectators shall follow all facility rules as defined on the posted signage.
- Children must be supervised at all times. This includes using the **Fitness Center Restroom Facilities**. Must follow the age requirements outlined in the SOP

### Basketball Court Policies:

- During open court time, only ID card holders & their guest may play pick-up basketball on first come, first served basis. Organized team practices are not allowed. **We do not make reservations for basketball courts.**
- Gym bags, clothing, food or other personal items are not permitted in the gymnasium.
- Per ID card holder no more than 2 guest per visit.
- DFMWR Personnel reserve the right to remove ANY member or guest from the area if he or she exhibits behavior that is believed to be unsafe or inappropriate.
- Specific rules and procedures for the basketball courts are posted in the gymnasium.

POC:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Intramural Staff who briefed POC

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**POC:** Levi Hokkala – Iron Horse Sports & Fitness Center – 6415 Specker Avenue, Building 1925, Fort Carson, CO 80913 – Phone: 719-526-5772 – [levi.d.hokkala.naf@mail.mil](mailto:levi.d.hokkala.naf@mail.mil)