

Santiago Center Facility Reservation Request

PLEASE FILL OUT THIS REQUEST IN ITS ENTIRETY

Requestor Name: _____ WK Phn: _____

E-Mail: _____ Cell Phn: _____

Unit: _____

Participants: _____

Date for Reservation: _____

**** Sports, Fitness and or Aquatics programs have priority at all times. The requestor will be notified in advance if a conflict exists in order to adjust the requested times and dates accordingly.**

Requesting hours for reservation, **no reservation during PT / lunch:**

Start Time: _____

End Time: _____

**No Reservations between:
0530 - 0800 or 1100 - 1300
or 1700 - 2100 during CC Games**

Type of Reservation Requesting, **only 1 location per requestor** (check one):

Basketball
Volleyball
Indoor Soccer

1/2 or Full Court Request

1/2 or Full Room Request

Other (provide details below):

Additional Information pertaining to request (i.e. type of event, needed equipment / set-up etc).

All reservation requests must be submitted to the Fitness Center Manager at a minimum of 2 weeks prior to date of request.

All reservation requests will be processed within 48 hours of receipt. If notification of approval or disapproval is not received in this time frame, the requestor should follow up with the appropriate fitness center manager.

Requestors must sign the attached facility usage guidelines once requests are approved. Failure to comply with the rules and guidelines will result in loss of privileges and cancellation of requests.

The Fort Benning Commanders Cup Sports Program has priority at all times.

All special (event type) reservations must be submitted via memo to the Fort Benning Sports Director at a minimum of 1 month prior to the scheduled start of the event.

The Fort Benning Sports Director has the right to review, approve, disapprove all reservation requests.