



DEPARTMENT OF THE AIR FORCE
51ST FORCE SUPPORT SQUADRON (PACAF)
UNIT 2065
APO AP 96278-2065

01 JULY 2016

MEMORANDUM FOR ALL PERSONNEL

FROM: 51 FSS/FSVS

SUBJECT: Osan Fitness Center & Sports Complex Reservation Policy

1. This policy letter aims to provide all Fitness Center patrons equitable opportunities to utilize Osan's Fitness Center and Sports Complex facilities. Fitness Center Management reserves the right to cancel any approved reservation to support an official function or a rescheduled fitness/sports event.

2. Reservations for the following areas will be accepted at any time up to 30 days in advance. These areas can be reserved Monday through Sunday 0900-2200. Reservations will not be accepted 0500-0900, Monday-Sunday. During this timeframe, the areas listed below are available on a "first come, first serve" basis:

A. Indoor Venues:

Basketball Court 1	Basketball Court 2	Aerobics Room
Spin Room	Racquetball Room	PT Stretch Room

B. Outdoor Venues:

Softball Field 1	Softball Field 2	Mustang Field
PT Pad	Batting Cages	Mustang Track

C. Osan High School field reservations can be made by contacting the H.S. Athletic Director, Ms. Linda Concepcion via email at Linda.Concepcion@pac.dodea.edu or DSN 784-9098

3. Reservation times will begin at the hour or half hour mark. Any reserved venue not utilized within 15 minutes after the reservation time will open for "first come, first serve" use.

4. Applications must be submitted to the Fitness Center Front Desk for approval by the Fitness Center Reservations Coordinator or Section Chief/Fitness Director. Incomplete/illegible applications will not be accepted or approved. Reservations are not valid until the Reservations Coordinator or Section Chief/Fitness Director approved and contacted the requestor. Please allow 24-72 hours for review and approval of the application. All activities organized by the Fitness Center will have priority over any reservations.

5. To ensure fairness and equal opportunity among all Osan AB units, the Fitness Center will not accept standing/pending reservations.

6. Special Provisions:

- A. Intramural/Extramural/Varsity teams may reserve a court/field up to 3 times per week for practices.
- B. Reservations for use of the racquetball court, for any activity besides racquetball, will be accepted on a “first come, first serve” basis. Reservations for playing racquetball will have first priority on these courts and can be made in person.
- C. Private club teams may not make reservations under their unit name.
- D. Group Aerobic/Spin instructors must provide proof of current instructor certification for the class they’re leading, as well as a current CPR/AED certification.
- E. Any team/unit in violation of this policy could lose reservation privileges for 30 days.

7. The following organizations have priority over all other reservations with the exception of Fitness Center Events. They are listed in order of priority within themselves but can be first come first serve, if their scheduled reservations are not finalized.

- A. FSS Functions
- B. Intramural Sports
- C. Osan Varsity Teams
- D. Osan American High School
- E. Youth Centers

7. Courts/fields can be reserved for unit special events (i.e. sports days, fundraisers, etc.) up to 8 hours per event. Those seeking reservations in support of fundraisers must show proof of approved fundraiser at the time the reservation application is submitted.

8. Contact for confirmation or scheduling conflicts will be made via email or phone. If we are unable to contact you due to incorrect or illegible information, the reservation will be voided.

9. If you have any questions regarding this policy, please call the Fitness Center at 784-5568.

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Sustainment Services Flight Commander