

## **USAG BAVARIA, FAMILY AND MWR SPORTS & FITNESS FACILITY RESERVATIONS POLICY**

1. Reservation for military events, such as PDP, etc. must go through the Multi-Purpose Center, Bldg. #134. DPTMS, DSN: 599-7960/7961. A non-availability statement from DPTMS will be required prior to requesting usage of Family and MWR sports & fitness facilities for a non-recreational event.
2. The facilities governed by this policy include the following and all outdoor courts, and fields under the control of the USAG Bavaria Family and MWR. Reservation forms are available at the Tower Barracks Fitness Center, B170 and Rose Barracks Fitness Center, B323, Hohenfels Fitness Center, B88 and must be submitted 72 hours in advance. **Indoor Fitness Facilities reservation is not authorized during PT hours, 0630-0730 hours.**
3. The Tower Barracks Fitness Center (TBFC), Bldg. 170, reservation must go through the TBFC facility manager. Battalion and higher level CoC/CoR can use the Tower Barracks Fitness Center, B170.
4. The Tower Barracks Field House, Bldg. 547, basketball court is the only area that can be reserved. Reservation must go through the TBFC Facility Manager.
5. The Rose Barracks Memorial Fitness Center, Bldg. 616, reservation must go through the JWFC Facility Manager, Bldg. 323.
6. The Rose Barracks Jesse L. Williams Fitness Center, (JWFC), Bldg. 323 is a total fitness center, and reservation for this facility is NOT authorized.
7. The Rodney J. Harris Fitness Center (Hohenfels), Bldg. 88, reservation must go through the RJHFC facility manager.
8. The Mueller Fitness Center, (MFC) Bldg. 119, reservation must go through the MFC Sports Director or Facility Manager.
9. Exception to policy (ETP) will require a memorandum through the USAG Bavaria Director, Family and MWR for the USAG Bavaria Garrison Commander (GC) approval.
10. General Guidelines

(1) Any request for a one-time only reservation for any fitness facilities must be submitted 72 hours in advance. Reservation Form is available online, <https://grafenwoehr.armymwr.com/categories/sports-and-fitness>

(2) Submit MWR Sports & Fitness Reservations form to the following email address, [usarmy.grafenwoehr.imcom-fmwrc.list.sports-and-fitness@army.mil](mailto:usarmy.grafenwoehr.imcom-fmwrc.list.sports-and-fitness@army.mil)

(3) Authorized signature for reservations form will require unit 1SG/CDR, or the Organization Manager.

(4) Reservation of Fitness Center Sports & Fitness Facilities can only be made by a UNIT or an AGENCY/ORGANIZATION assigned to USAG Bavaria, and individual reservation is **NOT** authorized.

(5) Any request for a one-time only reservation that will cause a major disruption to the operation of the facility in question will be forwarded through the Director, FMWR for USAG Bavaria Commander's approval/disapproval at least 2 weeks in advance.

(6) Reservation patrons will be expected to observe all sports rules and regulations as published in this SOP unless prior approval for an exception has been approved by the facility manager.

(7) Any request for a recurring reservation (i.e., more than once) will require a memorandum at least 4 weeks in advance through the USAG Bavaria Chief, Sports, and Fitness Operation Branch, for the Director, Family and MWR for approval. For Garmisch and Hohenfels request must go through the Sports Director, Deputy Director, Family and MWR to Director, Family and MWR for approval.

(8) Private Organization will need approval from the Director, Family and MWR, and USAG Bavaria Garrison Commander.

(9) All sports and fitness facilities will be policed by the organization after use and returned to their original state (furniture arrangement, etc.)

(10) The USAG Bavaria Family and MWR Sports and Fitness scheduled activities have priority over all requested reservations.

(11) Reserving USAG Bavaria Sports and Fitness facilities for unit PT program is only authorized at the Tower Barracks Fitness Center (TBFC), B170 and Rose Barracks Memorial Fitness Center (MFC), B616 and Rodney J. Harris Fitness Center B88 (Hohenfels).

(12) Due to the number of units and limited space, units assigned to USAG Bavaria may reserve facilities on a "first come, first serve" basis only. Units are not authorized to conduct organized physical training, and PT test during the following peak hours; 0600 - 0730, 1130 - 1330, and 1700 - 1900 hours.

(13) Any unit making reservations and not utilizing them two consecutive times without notifying the USAG Bavaria Sports Office will forfeit the reservation and be required to make a request for further support.

(14) All policies and regulations contained in this SOP will be observed by units utilizing facilities and it is the responsibility of the unit commander to ensure observance. Sports facility personnel observing infractions will report to the facility manager for action.

(15) All facilities will be policed by the unit after use to include the returning of the facility equipment, furniture, etc. to its original state.

#### 11. Reserving Outdoor Sports Facilities Procedures.

(1) Reservations for practices, unit activities & organization days are made by submitting the facility reservation form directly to the facility manager. Approval or disapproval will be submitted to the requester via email.

(2) Each unit may reserve one field for one hour each week for practice. Other units' activities and organizational days may be approved for more fields and times. Reservation is required at least 24 hours in advance.

12. Units, organization, or organized teams granted a reservation may lose the privilege of using the fields for a period of 30-90 days, as determined by the Director, Family and MWR if:

(1) A reservation is not kept, and the reserving unit, organization or team does not cancel the reservation.

(2) If there is damage to the fields.

(3) Reserved requester fails to follow established USAG Bavaria Family and MWR sports field rules and regulations.

13. USAG Bavaria scheduled sports activities have priority over all reservations.

***Note: Parties, festivals, etc. are not authorized in any of the USAG Bavaria Fitness Facilities.***