

BEAVERFIT RESERVATION GUIDELINES

All private organizations, squadrons, and DOD Identity Card holders must recognize and adhere to the following guidelines when reserving Fitness Center or sports fields.

1. Reservations can be made for the BeaverFit during the hours of natural daylight for no more than 60 minutes. Longer durations require Fitness Center Director/Section Chief approval.
2. Requests must state date(s), time, length, purpose, organization, rank, and phone extension.
3. BeaverFit reservations must be made by groups of 2 or more.
4. **Standing reservations for squadron PT will be on a first come, first served basis for a maximum of one month at a time. Renewal of standing reservations need to be established one week prior to the expiration date. Fitness Center events take priority over all new and existing reservations.**
5. Your group is considered a “no-show” if no one shows 15 minutes after the reservation time. After two no-shows, your group’s reserved time will be released back into the system.
6. Personnel must show up 15 minutes prior to the start time of their reservation to retrieve the key and sign the AF IMT 1879.
7. Reservations cannot be made for the BeaverFit during unmanned hours, weekends, family/down days, and holidays. Fitness classes take priority and Active Duty patrons have priority based on AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.
8. **All reservation requests must be approved by the Fitness Center Staff.** Any reservation requests that do not follow these guidelines must be approved by the Fitness Center Director/Section Chief.
9. **Reservations are not be considered approved until you receive confirmation from the Fitness Center Staff.**

Failure to adhere to these guidelines may result in loss of privileges.

BEAVERFIT RESERVATION FORM



Requestor Details

Name: _____	Date of Request: _____
Squadron: _____	Duty Phone: _____
Purpose: _____	Email: _____

Requested Times/Dates

Start Date: _____	Start Time: _____	End Date: _____	End Time: _____	
Monday	Tuesday	Wednesday	Thursday	Friday

Number of Personnel (Minimum of 2 members)

2-10
 10-25
 25-50

Signature: _____ Date: _____

By signing my name, I certify that I have read the above guidelines. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above.

Fitness Center Staff Use Only

Approved
 Denied (If denied, reason: _____)

Fitness Center Staff Signature: _____ Date: _____

Date entered into REC Trac: _____

General rules of engagement:

- a. These rules of engagement must be read and initialed, as confirmation of understanding said written rules. Failure to comply with these rules of engagement will be reported to appropriate leadership and may result in revocation of any future reservation privileges.
- b. Facilities named below may be reserved for official functions such as squadron physical training, training classes, resiliency or morale events, etc. Facilities may not be reserved for private functions to include birthday parties, wedding receptions and baby showers.
- c. Official Fitness Center business take priority over all other functions, and the Fitness Center Staff reserve the right to cancel reservations at any time.
- d. Do not advertise your session until the reservation has been approved by the Fitness Center.
- e. Smoking or vaping is NOT permitted anywhere in the complex/facility. Please ask about designated smoking areas when making your reservation.
- f. Clean-up is the user's responsibility. Clean-up must be completed by end of your reservation.
- g. Requesting agency/POC is responsible for bringing all additional required items for their event, unless the Fitness Center can provide the items requested.

Beaver Fit:

- a. No food, glass, or any other beverages is allowed inside the Beaver Fit
- b. No Pets.
- c. No bicycles, roller blades, skate boards, or any other equipment that can damage the equipment
- d. Proper footwear is required at all times.
- e. All Personal Property must be secured. Fitness Center Staff is not liable
- f. No children (13 and under) is allow in the Beaver Fit area
- g. No climbing on top of the Beaver Fit Box
- h. Following your PT Session, Fitness Personnel must ensure the equipment is accounted for on Beaver Fit Inventory Sheet before secured.

BEAVER FIT INVENTORY SHEET

ITEM	QUANTITY	ACCOUNTED FOR
VERTICAL PLATE STORAGE (ALPHA/BRAVO)	10	
BARBELL AND HEX BAR STORAGE (ALPHA /BRAVO)	1	
METAL LADDER	1	
STEP UP LADDER	1	
ADJUSTABLE SEATED BENCHES	3	
MEDICINE BALL 10 LBS 9"	3	
MEDICINE BALL 14 LBS 14"	2	
MEDICINE BALL 20 LBS 14"	3	
KETTLEBELL 12 KG	4	
KETTLEBELL 18 KG	6	
KETTLEBELL 24 KG	4	
OLYMPICS BAR 20 KG	6	
10 LB BUMPER PLATES (PAIR)	8	
15 LB BUMPER PLATES (PAIR)	8	
25 LB BUMPER PLATES (PAIR)	8	
45 LB BUMPER PLATES (PAIR)	9	
HEX BAR	3	
HEX BAR COLLAR	3	
BAR COLLAR	6	
J-CUPS (SET) (BENCH ATTACHMENTS)	4	
DIP BAR	4	
LANDMINE (LAT ROW BAR ATTACHMENT)	3	
BATTLE ROPE HOOK	3	
WALL BALL TARGET	3	
SUSPENSION TRAINER	6	
BATTLE ROPE	3	
FOAM ROLLER	3	
AGILITY CONES (SET OF 20)	1	

**** ALL ITEMS IDENTIFIED IN THIS INVENTORY ARE GOVERNMENT FUNDED. ANY THEFT OR LOSS OF THIS EQUIPMENT WILL RESULT IN AUTOMATIC NOTIFICATION OF THE UNIT CHAIN OF COMMAND**

