



**DEPARTMENT OF THE AIR FORCE
97th AIR MOBILITY WING
ALTUS AIR FORCE BASE OKLAHOMA**

28 Oct 2010

MEMORANDUM FOR FITNESS CENTER STAFF

FROM: Fitness Center Director

SUBJECT: Altus AFB Fitness Center Reservation Policy

The following policies will be enforced by the Altus AFB Fitness Center in concerns to squadron PT. The Fitness Center is limited on space and we ask all squadrons to be considerate when it comes to PT court reservations.

1. Standing reservations are made on a yearly basis by submitting a memorandum letter by email to the Fitness Center on a first come, first serve basis. Reservations will be based on the size of squadron on whether or not they are placed in a racquetball court or the basketball court. Reservations needed for a certain time of year, not the whole year, please specify when submitting letter.
2. Reservations must be submitted by Nov 18th COB. New reservations will take effect as of 2 Dec 10. The current standing reservations will stay effective until 1 Dec 10. The new standing reservations will be sent to all First Shirts and the units PTL leader.
3. Reservations need to have an estimated amount of personnel attending the PT when booking the court or area. The estimate needs to be based on the amount of people attending PT, not of the squadron as a whole. Please specify the amount in the memorandum letter.
4. Please ensure that the reservation being submitted has been approved by your units Commander, 1st Shirt, or the units PTL leader. This will alleviate the Fitness Center from having to modify the reservations due to lack of communication.
5. If the POC for the reservations changes please ensure that the fitness center is notified.
6. AFI 10-248 1.13.4. Ensures all members are permitted up to 90 minutes of DT for PT 3 times weekly. The Fitness Center will allow a squadron to reserve an area 3 times a week for scheduled PT. If more than 3 times a week is needed, we will allow walk-in reservations 24 hours prior if the court is available.
7. Standing reservations have priority over walk-in reservations.
8. Walk-in reservations should be made 24 hours in advance.

9. We have reservations available during the mornings, afternoons, and evenings.
10. We encourage scheduling squadron PT in the evenings and afternoons to help every squadron have the opportunity to work out in a timely manner.
11. The larger squadrons will have preference for the basketball courts. If needed, the larger squadrons will share the basketball courts for squadron PT.
12. Squadrons are also allowed to reserve racquetball courts to conduct PT sessions. The squadrons with the smaller amount of attendees will be placed in the racquetball courts.
13. Reservations will have a 15 minute grace period for the court. After the 15 minute period, the court/field is opened to whoever may need it.
14. During PT circuit training sessions, squadrons are required to make sure all equipment is cleaned and replaced to its original origin.
15. Patrons are requested to wipe down equipment after completing their workout.
16. Patrons are allowed 30 minutes on equipment, if other patrons are waiting for use.
17. Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility.
18. Impact resistant eye protection is required while playing racquetball. Protective eyewear is available at the front counter in the Fitness Center.
19. Athletic shoes with non-marking soles must be worn while playing on the basketball or racquetball courts.
20. Emergency exits in locker rooms, hallways, mezzanine, basketball courts, and aerobics room are to be used only in the event of a fire or other emergency, which requires immediate exit from the facility.
21. Cigarettes, cigars, smokeless tobacco, or any other tobacco products are prohibited inside the facility. There are designated areas for tobacco use.

JEREMY M. STEVENS, GS-09
Fitness & Sports Manager