

# AFT RESERVATION FACT SHEET

Gaffney Fitness Center and Murphy Field House

## AFT Events and Equipment

DFMWR fields are not authorized sites for AFT events (**see reverse for a list of prohibited fields**). Equipment (to include connex containers) placed at the designated AFT locations must receive approval by the Garrison Command Sergeant Major approval prior to placement at the location.

## Alternate Events

The reservation procedure is detailed below for the equipment utilized during the 15,000 meter stationary bike, 5,000 meter row, and 1,000 meter swim aerobic events.

- A. The only patrons/groups authorized to reserve the alternate event equipment are military units
- B. All requests must be made **no less than one (1) week in advance** of the requested date.
- C. Requests can only be submitted two months in advance of the requested date.
- D. Requests must be on a **memorandum** and **signed by the unit**.

The memorandum must include:

- a. Date, Time Period, and Equipment Requested
- b. Type of Activity (15,000 meter stationary bike, 5,000 meter row, or 1,000 meter swim)
- c. Number of Participants (Including Number of Graders)
- d. Point of Contact (Name, Unit, Phone Number, and Email address)
- E. Requesting units must clean area or equipment used, put away any equipment used, and are responsible for leaving the facility in the same condition as found.
- F. Failure to arrive for a scheduled reservation may result in loss of reservation privileges. Advanced cancellations and last-minute cancellations (please limit this) must call the front desk at 301-677-3716/3724.

## 15,000 Meter Stationary Bike and 5,000 Meter Row

A maximum of three bikes or rowers will be available at any one time for testing.

Please submit all memorandums in person at Gaffney Fitness Center or by email:

[Sylvia.L.Garcia.naf@army.mil](mailto:Sylvia.L.Garcia.naf@army.mil). You will receive an email with approval or to select another date.

## 1,000 Meter Swim (check with Aquatics Dept for available times)

Please submit all pool memorandums by email. You will receive an email with approval or available date/time options.

Email: FortMeadeAquatics@gmail.com

See reverse for FAQs

## **AFT Reservation Frequently Asked Questions**

### **Is the equipment available for practice?**

The bikes designated for testing are for testing only and may not be used for practice. Rowing machines that are not reserved for testing may be available on a first come, first served basis. The indoor pool may be reserved for military training only.

### **How will units know which equipment is reserved for testing?**

Designated testing bikes and rowers will be cordoned off for test use only during reservation times. Indoor pool lanes will have signage placed by the lifeguard on duty designating the lane as 'reserved' during reservation times.

### **Why can't Mullins Field, Donohue Field, or fields adjacent to Gaffney Fitness Center/Murphy Field House be used for AFT events?**

AFT events have the potential to damage the turf of training fields. Designated AFT event fields have been chosen to limit the damage to and expense of repairing damage to field surfaces used for other activities. Please do not use fields that are not designated for AFT events. These fields are monitored to prevent loss due to unauthorized usage.

### **Additional Questions not covered in the FAQ?**

Please contact Gaffney Fitness Center front desk, 301-677-3716/3724 with additional questions.

## **Prohibited DFMWR Fields**

**Mullins Field** – Field inside of running track

**Donahue Field** – Includes all grass areas inside of fence line.

**Rosie's Field** – Includes all grass areas inside of fence line and grass areas surrounding the field.

**Broadfoot Field** – Includes all grass areas inside of fence line, volleyball courts, and all grass areas extending to York Ave, Taylor Ave and Broadfoot Road.

**4th & Chisholm**- 2 soccer fields used by MWR



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT MEADE  
4551 LLEWELLYN AVENUE  
FORT GEORGE G. MEADE, MARYLAND 20755-5000

Use your  
Unit letterhead!

(Date) July 8, 2024

From: \_\_\_\_\_ (Unit/Dept.)  
To: Facility Manager, Gaffney Fitness Center, Fort George G. Meade  
SUBJECT: Combatives Training at Gaffney Fitness Center

1. The \_\_\_\_\_ (Requesting Unit) requests to schedule the Gaffney Fitness Center  
(list item or space) for the purpose of conducting (list type of required training).

- a. Unit: \_\_\_\_\_
- b. Date: \_\_\_\_\_
- c. Time: \_\_\_\_\_
- d. Total group size: \_\_\_\_\_
- e. Training type: \_\_\_\_\_

2. Point of contact is (Title and Name, Position,) at (Phone Number) and (email).

SIGNATURE BLOCK  
AND SIGN  
(must be signed by E-7/O-3 or above)

**Please Note:** DO NOT fill out this TEMPLATE by hand to submit request. This template is meant as a guide for creating your requests.