

# Gaffney Fitness Center Facilities Reservations

This does not apply to alternate testing event equipment reservations. Please see the AFT/Testing Reservation Fact Sheet for current alternate event testing equipment reservation procedures.

**The following DFMWR facilities are First Come, First Served when not scheduled for use by the Intramural Sports Program and DFMWR Programming:**

\*Gaffney Fitness Center                      Mullins Running Track                      Two (2) Fields at 4<sup>th</sup> and Chisholm  
Broadfoot Field                                  Kimbrough Field

\*Subject to the facility hours for FCFS availability.

\*\*Donahue, Rosie's, and Mullins (inside track ) Fields facilities are not available for FCFS.

## **Instructions for First Come, First Served Facility Usage**

1. Only Garrison designated green spaces may be used for AFT and physical fitness testing. No MWR fields may be used for testing (Mullins Field, Donahue, Broadfoot, Rosie's or soccer fields located 4<sup>th</sup> & Chisholm). Please refer to the signage on the field to determine if your activity is authorized for that facility. Additional information about AFT and physical fitness testing is available on the AFT/Testing Reservation Fact Sheet.

2. Users must clean the area, remove trash, put away any equipment, and leave the facility in the same condition as found after use.

3. Equipment procurement for use outdoors is the responsibility of the user. Gaffney Fitness Center does not have AFT, sports, or other equipment available for check out. Equipment may be available through the Outdoor Recreation "Check it Out" program. Fort Meade Outdoor Recreation is located in building 2300 and can be contacted by phone at 301-677-3810.

4. General facility usage questions can be directed to the Gaffney Fitness Center front desk at 301-677-3716.

## **Instructions for the Combatives Room at Gaffney Fitness Center**

The Combatives room may be reserved for unit training.

To reserve the Combatives room please submit a memorandum in person at Gaffney Fitness Center or by email: Sylvia.L.Garcia.naf@army.mil. You will receive an email with approval or to select another date.

Please include date, time, activity, number of participants, and POC. Requests must be submitted at least one week in advance and may only be submitted two months in advance.



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, 2022

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 Combatives room 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.