

Topic: Reserve Fields, Parks, and Ballrooms	OPR: Directorate of Family, Morale, Welfare and Recreation (760) 380-5111
Reference: AR 215-1 and individual facility Standard Operating Procedures (SOP)	

Procedure:

- Contact location manager to determine location is available for specific time and date. Provide documentation required to secure reservation (preferred minimum 2 weeks before event).
- If a memorandum is needed to secure reservation, at a minimum include: signature of NCO or above, location, type of function, date, period of time, and point of contact.
- Locations can accommodate large groups and provide trash cans unless otherwise specified.
- Reggie's allows alcohol consumption. No other locations allow alcohol unless exception to policy obtained from the Garrison Commander. See SOP "Approval to Serve Alcoholic Beverages" for more information.
- Only Reggie's accepts private parties. All other reservations must be Directorate, Unit, Family Readiness Group, Private Organization, etc.

LOCATION	RESERVATION PHONE & LOCATION	ACCOMMODATIONS	REQUIREMENTS
1. Four Plex Ball Field	380-3685 Freedom Fitness Center	Porta potty, bleachers	Memorandum
2. Duplex Ball Field/	380-7044 Youth Sports	Porta potty, bleachers	Memorandum
3. YS Soccer Field	380-7044 Youth Sports	No restroom	Memorandum
4. Forum	380-4784 Army Community Service	Conference room, child care room, restroom	Reservation form at ACS
5. Pavilion	380-3585 Ingalls Recreation Center	Restroom, electricity, tables	Memorandum
6. Reggie's Ballroom	380-6717 Reggie's	Restroom, Catering, no outside food	Nonrefundable deposit
7. Jack Rabbit Park	380-3585 Ingalls Recreation Center	No restroom, grills, tables, electricity	Memorandum
8. Post Soccer Field	380-3585 Ingalls Recreation Center	Restroom, bleachers, limited electricity	Memorandum
9. Army Field	380-3685 Freedom Fitness Center	Porta potty	Memorandum
10. Constitution Park	380-3585 Ingalls Recreation Center	No restroom	Memorandum
11. Ingalls Ballroom/	380-3585 Ingalls Recreation Center	Restroom, kitchen, stage, tables, chairs	Memorandum
12. Music Room	380-3585 Ingalls Recreation Center	Music room holds up to 20 people	Memorandum

