



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

22 MAY 2017.

## UNITED STATES ARMY GARRISON-YONGSAN COMMAND POLICY # 52

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reservations Request for use of United States Army Garrison Yongsan (USAG-Y), Family, Morale, Welfare and Recreation (FMWR) Adult/Youth Athletic Sports Fields (ASF)

1. **REFERENCE:** AR 215-1, Military Morale, Welfare, and Recreation Program and Nonappropriated Fund Instrumentalities (NAFI), 24 September 2010.
2. **PURPOSE:** To establish Command Policy for utilization of MWR Sports Athletic Fields for Sports and Fitness Activities.
3. **APPLICABILITY:** This policy applies to all MWR Athletic Fields and facilities in US Army Garrison-Yongsan.
4. **GENERAL:**
  - a. This policy is intended to outline the priority of authorized use of FMWR and ASF within USAG-Y and Area II. Furthermore, to specify policy that will accommodate on a set schedule, availability of ASF for use year round and available to the entire community. The priority of use of ASF is applied first to all FMWR INTRAMURAL Sports Schedules and Child Youth Services Sports Schedules. Any request by teams not associated with FMWR Programs may on a space available basis, make reservations and will be charged fees for field use.
  - b. The Sports and Aquatics Director, located at Collier Community Fitness Center, (CCFC), Building 5200, 738-8608 is accountable and responsible to ensure that reservation policy guidelines are followed and adhered to at all time. All ASF are reserved through the reservations desk, CCFC, 736-4588 no earlier than seven (7) days out for all Authorized Patrons, (Tenant Units, FMWR Sports Programs) and on a space available basis, no sooner than 72 hours in advance for (Non-Tenants- Non-FMWR Programs) with applied charge fees.
  - c. The Facility Program Manager, K-16 Physical Fitness Center (PFC) the principal POC for reservations of the All Purpose Sports Field complex located at Building S-158, 741-6328.

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## **5. Reservations:**

a. Priority of use for all ASF is the FMWR INTRAMURAL Sports Program (Adult) and CYS Sports Program (Youth), followed by all Valid ID Cardholders, (Active Duty, Family Members, DA Civilians, KATUSA, 8th ARMY ROKA Support Group, Korean Service Corps and U.S. Retiree's)

b. For all other requested use, reservations may only be made by a Valid ID CARDHOLDER. Only Valid ID Cardholders aged 19 or older may make reservations for use of ASF.

c. Reoccurring reservations are prohibited. The seven day out timeline for Valid ID Cardholders and the 72 hour timeline for all Non-SOFA on a space available basis allows for all to reserve ASF on a first come, first serve basis. The priority always applies to FMWR Sports Programs and Valid ID Cardholders first. Units and organizations having special requirements, mission training needs, organization days, 0-5 and below Change of Commands, Change of Responsibilities may request exception through written request of the seven day timeline to permit needed time for planning as addressed to the Directorate of Family and MWR, Attn: Sports-Aquatics Director for reservation of ASF. Youth ASF are restricted from contingency operations and special requirements unless approved by the Garrison Commander.

d. No vehicles or military equipment platforms are permitted on the ASF unless approved by the Garrison Commander or designated representative.

e. Reservations are limited to no more than two per a seven day period of an individual Valid ID Cardholder for the same Unit or Organization.

f. Valid ID Cardholder (Team Sponsor) and Team (s) utilizing the reserved ASF are responsible for policing of the field during and following use. The use of field lights for night play is approved with the provisions that immediately following the use lights it will be turned off.

g. Reservations may be cancelled at any time for contingency operations, military mission emergencies and as directed by the Garrison Commander or designated representative.

## **6. Reservations and use of ASF by users not associated with FMWR Sports Programs. (Non-SOFA Organizations, Civilian League Teams- Host Nation -Expat and Other Categories Not Entitled General Authorizations:**

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a. May be reserved within the 72 hour timeline on a "space available basis" by a Valid ID Cardholder (Sponsor) who is a member of the Non-SOFA Sports Team. The Sponsor will accompany the team and all individuals while using the ASF, and after in continuous escort while on installation until departure from USAG-Y at all times.

b. Non-SOFA Elements will have at a minimum three (3) Valid ID Cardholders associated to their teams for making ASF reservations, for Adult/Youth ASF.

c. All Non-SOFA Elements will have Team Rosters updated continually that identify by name, country of origin, ID Card Number/Passport Number, Team Name and Team Sponsors registered and filed with the CCFC Sports Director/Youth Sports Director offices.

d. Request for Installation Access (Non-SOFA) will be staffed through the DFMWR, Attn: Sports Director for Adult/Youth for approval and then submitted to Directorate of Emergency Services, (DES) for final approval. All access onto and off installation for Non-SOFA and limited approved automobile access will be vetted through the DES. Access only attained through the Installation Visitors Gate # 13, South Post, YONGSAN and Main Gate, K-16 Air Base.

e. Field reservations for Non Family and MWR Sports Programs (NON-SOFA Elements) may be made provided space is available for the following ASF: (Enclosure 1)

- (1) Softball Fields 1, 2, 3 located at the QUAD Complex, CCFC
- (2) Softball Field 5, located at the T-Intersection, X Corp Blvd.
- (3) Soccer Field 12, located at CCFC-Williams Ave
- (4) FMWR/SIM, SAHS Field and the Multi-Purpose Field, K-16 Air Base
- (5) Youth Field 9/10 located adjacent to Burke Towers.
- (6) Other ASF use may be determined by the Directorate of FMWR on space available basis.

f. Reservations may be cancelled at any time due to mission contingency operations without prior notification.

#### **7. Charge Fees SPACE AVAILABE BASIS:**

a. ALL Non Family and MWR Sports Programs Vetted Teams (Examples: Non-SOFA Team Leagues/Non-League Civilian Teams, EXPAT and Mixed Teams/ Host Nation Teams and Ministry of National Defense, Combined Forces Command,

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(MND/CFC) will pay a fee of \$ 50.00 USD or Won Equivalent per hour for ASF use. The maximum time limit of 3 hours will be applied. If less, than payable in 1 hour increments. (Minimum reservation 1 hour).

b. Payment will be made prior to use of the field. Payments will be made to the Sports Office by check or cash only. Credit Cards not authorized.

c. One time Invitational Celebrity Sports Events that are beneficial to the community will be allowed at no cost and will be scheduled through the FMWR Sports-Aquatics Director

d. Any Exceptions to Policy request must be submitted in writing Thru the Director of FMWR for review and to the USAG-Y Garrison Commander for approval.

8. The proponent of this policy is the Director FMWR, USAG-Y who has delegated the day-to-day operations of the reservations system to the USAG-Y Sports and Youth Sports Directors. This policy letter supersedes previous policy updates for reservations and the use of ASF within the USAG-Y & Area II Community. (Inclusive USAG-Y, Main-K-16 Air Base).

9. For further inquiry please contact the Community Recreation Officer, Chief Recreation Division, USAG-Y, DFMWR, 723-3346.

3 Encl  
1- ASF Map Overlay  
2- Reservation Request Form  
3- ASF Parks-Picnic Areas



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Commanding