



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-MW

2 August 2012

## US ARMY GARRISON-YONGSAN COMMAND POLICY 1-14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reservations for US Army Garrison-Yongsan MWR Athletic Fields

1. **REFERENCE:** AR 215-1, Military Morale, Welfare, and Recreation Program and Nonappropriated Fund Instrumentalities (NAFI), 24 October 2006.
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 ensure that all MWR Athletic Fields are utilized in accordance with AR 215-1 and are maintained and scheduled on a reservation system which is intended for support of the entire military community. This policy covers all Child and Youth Services (CYS) and military designated fields in USAG-Y.

b. The Yongsan MWR Sports Director is responsible for ensuring that the reservation policies and procedures are strictly adhered to at all times. The Sports Director is also responsible for maintenance and upkeep of all fields, and will enforce safety procedures and disallow unsafe acts. Reservations can be made in person at Collier Field house (Building #5200), 736-4588 and K-16 Gym (Building #S158), 741-6328.

c. The youth designated athletic fields, while being maintained by the Yongsan MWR Sports Director, are under the operational control and scheduling of the Youth Sports Director, CYS, DMWR. Reservations can be made in person at the Youth Services Gym (Building #4216) or by telephone at 738-5567.

5. Reservations will be granted to authorized ID Card holders only, on a first come-first served basis. Reservations will not be granted to family members less than 19 years of age. Reservations can be taken up to 72 hours in advance of the date required, beginning at Collier Field House or the Youth Services Gymnasium at 0800 daily. See paragraph 6 below for field use by non-SOFA organizations. Reservations are limited to only two (2) reservations within a 4-day period.

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a. Teams holding reservations will be responsible for policing of field during and following use. The use of field lights for night play is approved with the provisions that the lights are utilized and turned off immediately following field use. Reservations may be cancelled for military emergencies or commitments.

b. Units or organizations having special requirements such as unit training, organization days, and changes of command may submit a written request for exception to the 72 hour policy to the Yongsan Sports Director to gain approval in advance in order to permit needed time for field preparation. However, there will be no recurring reservations authorized. No vehicles or military equipment will be authorized on MWR Athletic Fields without the approval of the USAG-Y Commander or his designated representative.

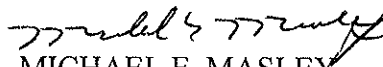
6. The use of fields by non-SOFA organizations, teams, or individuals will be strictly controlled, with all requests submitted in writing with the use of the field clearly defined, name of non-SOFA organization, to include a roster or list of all non-SOFA personnel attached, with country of origin and Identification or Passport Number. This written request will be routed through the Director, MWR, USAG-Y to the Commander, USAG-Y.

a. Military and SOFA Teams have first priority for USAG-Y athletic fields. Reservations by non-SOFA organizations can be cancelled with up to 24 hours notice due to a military/SOFA field requirement.

b. The reservation request will contain a No Liability Statement signed by each non-SOFA individual in the event of injury to non-SOFA personnel.

7. The proponent of this policy is the Director, MWR, USAG-Y who has delegated the day-to-day operation of the reservation system to the Yongsan Sports and Youth Sports Directors.

8. This policy supersedes Area II Policy Memorandum #1-14, IMKO-AB-MWR-SPTS, 17 March 2006, subject: Reservations for Area II MWR Athletic Fields.

  
MICHAEL E. MASLEY  
COL, AG  
Commanding

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