



# JFC BRUNSSUM SPORTS COMPLEX RESERVATION REQUEST FORM

Note: Submission of this form does not guarantee or confirm a reservation — all requests require review and official approval.

Event Purpose / Name:

Contract # (provided by MWA): \_\_\_\_\_ /25/\_\_\_\_\_

## EVENT & CONTACT DETAILS

Hosting Organization:

Point of Contact (POC) Name:

POC Email Address:

POC Commercial Phone Number:

## EVENT TIMING & DETAILS

Requested Date(s):

Event Start Time:

Event End Time:

Estimated Number of Attendees:

Are Showers/Dressing Rooms Needed?:  Yes  No

## SPECIAL CONSIDERATIONS

Will the event involve fundraising or operation with a private/public business?  Yes  No

If yes, please describe:

\***Non-NATO Bookings:** Events not having a @3FA adAmerican ;6 USdZa^WbCwF Vgd` YfZWWf dMk aXZWWf permission is required from the Base Support Group Commander in order to permit the booking. **Is this a Non-NATO event:**  Yes  No

## EQUIPMENT & FACILITIES REQUESTED (CHECK ALL THAT APPLY)

Jogging Track (400m)

BBQ / Party Hall (covered) with Field A

Refrigerators

(2) Rugby Fields with Rugby Goals

(4) Soccer Fields

Electricity

(3) Tennis Courts

(4) BBQ Hot Spots

Water (cold/warm)

Long Jumping System

(2) Big Soccer Goals

Field Lighting

## RENTAL RULES AND RESPONSIBILITIES

### AUTHORIZED USE ONLY

Initials \_\_\_\_\_

- Only the **requested and approved areas** may be used. → **Do not use unauthorized areas.**

### CLEANLINESS AND TRASH DISPOSAL

Initials \_\_\_\_\_

- **All areas must be cleaned** after use.
- **Trash must be disposed of** in the dumpsters located in the parking area.
- **Dumpster key** is available at the **First Aid Unit**.
- **TIP:** Bring your own **garbage bags!**

### EQUIPMENT USE

Initials \_\_\_\_\_

- **All moved equipment must be returned** to its original location after use.

### BBQ ASHES

Initials \_\_\_\_\_

- **Do NOT empty hot ashes** into regular trash cans.
- **Only dispose of cooled ashes** into the metal bins provided at the pavilion.

### FACILITY CONDITION

Initials \_\_\_\_\_

- All facilities (WCs, showers, changing rooms) **must be left clean and in good condition.**
- **A €50 professional cleaning fee will be charged if areas are left unsatisfactory. Any additional costs exceeding €50 will be coordinated with the customer for payment, and an invoice will be provided.**

**SOFTBALL FIELDS** **Initials** \_\_\_\_\_

- Customers are **responsible for**:
  - **Lining, dragging, and repairing** holes in the pitching mound area.
  - **Compacting** the field after each use to **prevent safety hazards** for youth sports.

**SUPERVISION OF CHILDREN** **Initials** \_\_\_\_\_

- **Children must be supervised at all times. →The Sports Complex is not a playground.**

**PRIVATE VEHICLES** **Initials** \_\_\_\_\_

- **Private vehicles are prohibited** on grass fields. Except for downloading items in front of the pavilion.
- Violators **will be reported** to the **International Military Police (IMP)** and may **lose driving privileges** on JFC Brunssum.

**SECURITY AND EMERGENCIES** **Initials** \_\_\_\_\_

- The **IMP monitors** the Sports Complex **daily between 2300–0500 hours**.
- For overnight camping, the **entrance gate remains open**.
- **Report suspicious activity immediately** via emergency phones located at the men’s changing room.
  - **Emergency numbers: 2616 or 3200**

**PROHIBITED ITEMS** **Initials** \_\_\_\_\_

- **No dogs and no glass** are allowed on the Sports Complex fields.

**BBQ PAVILION ELECTRICITY** **Initials** \_\_\_\_\_

- **Switches for lights and plugs** are located inside the **ladies’ changing room entrance hall**.
- **All switches must be turned off** after use.

**LIABILITY AND RESPONSIBILITY** **Initials** \_\_\_\_\_

- The **BSG and Morale & Welfare Branch are NOT responsible** for:
 

○ Food safety	○ Equipment damage
○ Personal injury	○ Loss of personal property
- **Damages caused by negligence** are the **renter’s responsibility**.
- **All rented items must be returned clean and in good condition**.
- The deposit will be withheld to cover the initial costs of any repairs, damages or cleaning fees. If the total costs exceed the deposit amount, the additional fees will be coordinated with the customer for payment.

**Note:** Customers are advised to take and submit photos of any pre-existing damage or mess at the start of their reservation to [fitnesscentre@jfcbs.nato.int](mailto:fitnesscentre@jfcbs.nato.int) to avoid potential charges.

**NON-COMPLIANCE** **Initials** \_\_\_\_\_

- Failure to follow these rules may result in:
  - **Loss of future rental privileges**
  - **Forfeiture of your deposit and associated maintenance / damage cost.**
- The **renter is responsible** for full compliance with all rules.

**POINT OF CONTACT** **Initials** \_\_\_\_\_

For assistance or questions, please contact the Manager of the Fitness Centre and Sports Field Complex at:  
**Phone:** 045 526-3170 / 3171

**CUSTOMER SUBMISSION ACKNOWLEDGMENT**

By signing below, I confirm that I am submitting the JFC Brunssum Sports Complex Reservation Form for review and coordination. I understand a reservation is not confirmed until reviewed and approved by Fitness Centre staff. I acknowledge responsibility for submitting an approved JFC Event License. I further confirm that I have read, understood, and agree to comply with all Rental Rules and Responsibilities outlined in this form.

Submitted by (Full Name):

Organization / Unit:

Date of Request Submission:

Expected Date of Event License Submission:

**(TO BE COMPLETED BY FITNESS CENTRE STAFF)**

Date Deposit Paid (to MWA):

Date Deposit Received (Customer):



# JFC BRUNSSUM SPORTS COMPLEX INVOICE

Event Purpose / Name:

Contract # (provided by MWA): \_\_\_\_\_ /25/\_\_\_\_\_

## 1. APPLICANT INFORMATION:

Name of Organization/Individual:

POC Phone Number:

Point of Contact (POC) Name:

POC Email Address:

## 2. EVENT DETAILS:

Type of Activity:

Time(s) Requested:

Event Name:

Estimated Number of Participants:

Date(s) Requested:

## 3. FACILITY AND EQUIPMENT REQUEST:

	NATO & US ID Card Holder:	Non-NATO & US ID Card Holder:
<b>a. Pavilion BBQ Rental (Per Day):</b>	€68.00	€130.25
<b>b. Additional Equipment Rentals:</b>		
Cool Wagon (Per Day)	€68.00	€93.50
Sports Field (Per Day)	Free	€37.00
Tennis Court (Per 4 hrs)	€37.00	€37.00
<b>c. Camping:</b>		
<b>Total persons</b> x <b>nights =</b>		NATO & US ID Card Holder: Free
<i>(More than 20 campers, require that Gemeente be informed)</i>		Non-NATO & US ID Card Holder: €7.00
<b>d. Tent Rentals:</b>		
Easy-Up Party Pop-Up Tent (Per Day):	€70.00	
€200 Deposit per Tent (refundable upon return in undamaged condition)		
<b>e. Deposit (when booking A or C):</b>	€100.00	

**Total Amount Due:** \_\_\_\_\_

## 4. ACKNOWLEDGEMENT:

By signing below, I confirm that I have reviewed the facility and equipment rental information. I accept responsibility for all rented equipment and agree to return all items in good condition.

Signature of Applicant: \_\_\_\_\_ . Date: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Approved by: \_\_\_\_\_ . Date: \_\_\_\_\_