

Community Guests

Navy Federal Recreation Center Reservation Guide

There's
something
here for
everyone!

Open
6am-9pm
Daily

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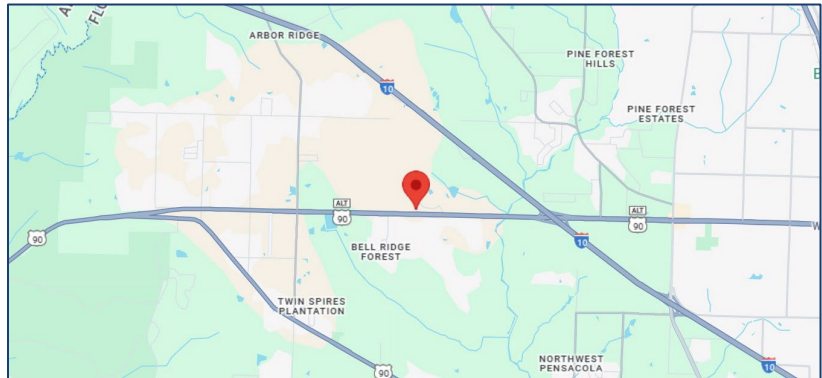
About the Park

About the Recreation Center

1 Location / Hours

Navy Federal Recreation Center
9045 Security Place
Pensacola, FL 32526

Open from 6:00am – 9:00pm,
seven days a week.



2 Contact Information

For questions or additional information about the Recreation Center or help with reservations, please contact us at Recreation@navyfederal.org.

[Recreation Center Website](#)

[Make Reservations](#)

3 Using the Recreation Center

Prior to visiting the Recreation Center, please review our **Recreation Center Rules** document in the appendix of this Reservation Guide. It outlines all general rules in the park, and specific rules for the use of each space.

Reservations can be made up to one (1) month in advance.

In addition, there are **Reservation & Event Guidelines** also included in the appendix. This document provides more detailed information about what is/is not allowed when planning an event in the park.

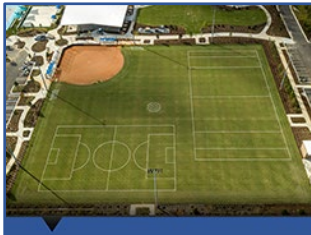
Failure to comply with these rules may result in removal from the park.

If you have any questions regarding these guidelines or rules, please email us at Recreation@navyfederal.org.

Recreation Center Spaces

This beautiful new outdoor facility offers something for everyone. Spanning 28 acres, amenities include an open-air Pavilion, a multi-purpose field for football, softball, and soccer, areas for fitness and yoga, and courts for basketball, volleyball, and pickleball. Walking paths weave through the gathering areas and over the pond via a pedestrian bridge. Open and shaded seating is provided throughout the facility to accommodate spectators, group events, and quiet reflection.

*Details on reservable and first-come first-served amenities are below.
A complete list of rules for each space can be found in the Appendix section.*



A Multipurpose Field

The Multipurpose Field is a real turf grass field designed to support 7 vs. 7 Soccer, Flag Football, and youth Softball/Kickball. Sports lighting surrounds the outside perimeter of the field, along with dugouts and bleachers adjacent to home plate.

Soccer, Flag Football, and Softball/Kickball fields are reserved individually for up to 50 people for a maximum of 3 hours.



B Pavilion

The Pavilion is an open-air, covered space centrally located within the Recreation Center. The Pavilion has 15 picnic tables and 12 additional conversational seating options.

Amenities include:

- Restrooms
- Water fountains with a bottle filler
- Equipment check-out room for NFCU employees
- Electrical outlets for convenient power and charging access

This space is reservable for up to 50 people for a maximum of 3 hours.



C Sand Volleyball Court

The Volleyball Court is a regulation-sized, recreation sand court measuring 60' x 30', with a viewing deck and shaded seating shared with the Basketball Court.

This space is reservable for up to 20 people for a maximum of 2 hours.



D Basketball Court

The Basketball Court is a high school-sized court, measuring 84' x 50', with a viewing deck and shaded seating shared with the Volleyball Court.

This space is reservable for up to 20 people for a maximum of 1 hour.



E Fitness Court

The Fitness Court has a variety of exercise equipment for all fitness levels, with artificial turf and benches with shade structures. Equipment in this area has been thoughtfully chosen and curated for your experience.

This space is for drop-in use only and cannot be reserved.

While this space is for drop-in use only, there should be no more than 20 people in this area at one time.

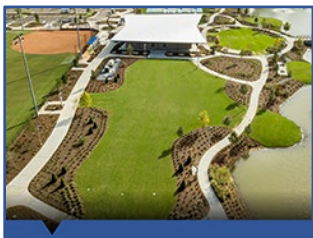


F Yoga Lawn

The Yoga Lawn provides space for individual and group yoga sessions or mindful meditation. Overlooking the pond and surrounded by beautiful landscaping, this space offers shaded seating for an ideal place to sit, stretch, or take a break.

This space is for drop-in use only and cannot be reserved.

While this space is for drop-in use only, there should be no more than 20 people in this area at one time.



G Informal Lawn

The Informal Lawn is the largest open area on site. Surrounded by the Multipurpose Field, Pavilion, pond, and walking paths, the Informal Lawn allows for flexibility for activities such as games of catch, cornhole, or anything that requires extra open space.

This space is reservable for up to 50 people for a maximum of 3 hours.



H Walking Trails

Walking paths weave through the gathering areas, around the park, and over the pond via a pedestrian bridge. Seating is provided along the paths to take a break or to just enjoy the surroundings.

A Walking Trails Guide is provided in this Reservation Guide.



I Pickleball Courts

The two Pickleball Courts are each regulation size at 60' x 30' and are located just north of the Multipurpose Field. Sports lighting is available for evening use.

Pickleball Court 1 is for drop-in use only and cannot be reserved.

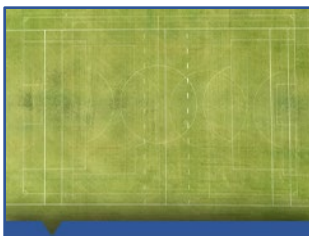
Pickleball Court 2 is reservable for up to 6 people for a maximum of 1 hour.



J Formal Lawn

The Formal Lawn is located next to the Pavilion and is designed to provide an open space for groups to connect for team-building events or a picnic with friends and family. Walking paths weave throughout this area, including a pedestrian bridge over the pond. You'll find picnic tables and an area with lounge seating for quiet reflection or friendly conversation.

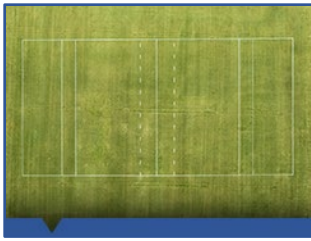
This space is reservable for up to 50 people for a maximum of 3 hours.



K Soccer Fields

The two unlit, Soccer Fields are real turf grass fields designed to support 7 vs. 7 Soccer.

These spaces are reservable for up to 50 people for a maximum of 3 hours.



L Flag Football Field

The Flag Football Field is an unlit, real turf grass field.

These spaces are reservable for up to 50 people for a maximum of 3 hours.



M Drill Zone

The Drill Zone is an unlit, real turf grass field for training and running drills.

While this space is for drop-in use only, there should be no more than 20 people in this area at one time.

Recreation Center



9045 Security Place, Pensacola, FL 32526

- | | | |
|-------------------------------|----------------------------|------------------------------|
| A Multipurpose Field | F Yoga Lawn | K Soccer Fields |
| B Pavilion + Restrooms | G Informal Lawn | L Flag Football Field |
| C Sand Volleyball | H Walking Trails | M Drill Zone |
| D Basketball Court | I Pickleball Courts | |
| E Fitness Court | J Formal Lawn | |

NAVY 
FEDERAL
 Recreation Center

Walking Trail Guide



- .82 Miles:** Perimeter Loop
- .35 Miles:** Pond Loop
- .60 Miles:** Pond & Pavilion Loop

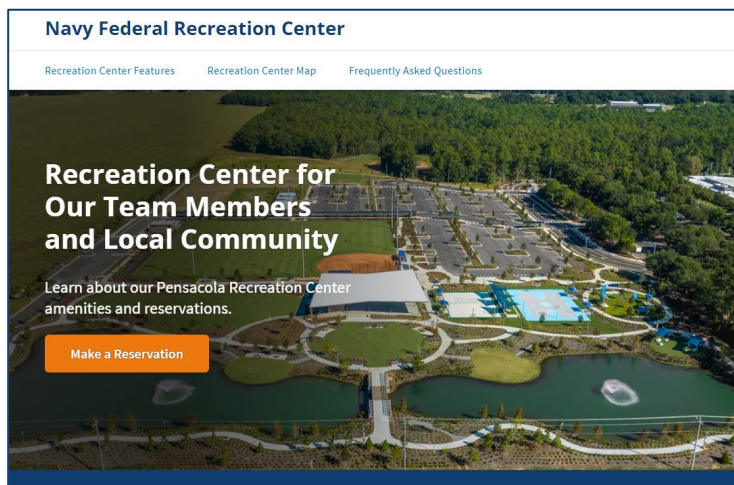
Start Here

Creating Your Account

To make reservations you will need to set up an account in our reservation system.

- 1 To create an account and make reservations, go to:
<https://www.navyfederal.org/resources/navy-federal-rec-center.html>

Click **Make a Reservation**



- 2 Select **Create an Account** to get set up in our system.

The screenshot shows the login and account creation page. At the top, there's a "Logon" header. Below it, there's a "Sign in with" section with a "Company Single Sign On" button. A horizontal line separates this from the "Or" section, which contains fields for "Email Address *" and "Password *", each with a toggle for visibility. Below these fields is a "Log On" button. A link "Click here" is provided for password resets. At the bottom, there's a section titled "Or create a new account below" with a button labeled "Create an Account" that is highlighted with an orange border and a mouse cursor.

- 3 Complete all the fields in the **Customer Details** form, then click **Register**.

Customer Details

Personal Details

First Name *

Last Name *

Contact Details

Email *

Confirm Email *


Mobile Phone *

Login Details

Password *


Confirm Password *

Security Check



Type the code you see above

- 4 Your registration is complete.

 Registration Complete

Your registration has been completed.

Using Calendar View

Whether your dates and times are known or flexible, you can view the calendar for each reservable space prior to submitting a reservation request. Each space is viewable by Day, Week, and Month, or in a list format.

- 1
- Once logged in, click **More** in the blue Welcome message to view space calendars.

Welcome to the Navy Federal Recreation Center

Click here to see the availability of our reservable spaces. If you would like to make a reservation, please log in or register for a reservation account.

More >

- 2
- Volleyball – Week View Example

Schedules

Fitness Court

Informal Lawn

Multi-Purpose Field

Pavilion

Pickleball Courts

Sand Volleyball Court

Soccer Field

Yoga Lawn

Navy Federal Credit Union Recreation Center

Feb 2 – 8, 2025

< today >

day week month list

	Sun 2/2	Mon 2/3	Tue 2/4	Wed 2/5	Thu 2/6	Fri 2/7	Sat 2/8
11am							
12pm							
1pm							
2pm							
3pm							3:00 PM - 4:00 PM Private NF
4pm							
5pm			5:00 PM - 6:00 PM Private NF	5:00 PM - 6:00 PM Private NF	5:00 PM - 6:00 PM Private NF		5:00 PM - 6:00 PM Private NF
6pm		6:30 PM - 7:30 PM Private NF	6:00 PM - 7:00 PM Private NF			6:00 PM - 7:00 PM Private NF	
7pm			7:00 PM - 8:00 PM Private NF		7:00 PM - 8:00 PM Private NF		
8pm	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF	8:00 PM - 9:00 PM Private NF

3 Pavilion – Month View Example

Schedules

Fitness Court

Informal Lawn

Multi-Purpose Field

Pavilion

Pickleball Courts

Sand Volleyball Court

Soccer Field

Yoga Lawn

Navy Federal Credit Union Recreation Center

December 2024

<

today

>

day

week

month

list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
<div>3:00 PM</div> <div>NF</div> <div>Private</div>	<div>9:00 AM</div> <div>NF</div> <div>Private</div>					<div>10:30 AM</div> <div>NF</div> <div>Private</div>
<div>6:00 PM</div> <div>NF</div> <div>Private</div>						<div>1:30 PM</div> <div>NF</div> <div>Private</div>
8	9	10	11	12	13	14
				<div>11:00 AM</div> <div>NF</div> <div>Private</div>	<div>9:00 AM</div> <div>NF</div> <div>Private</div>	<div>1:00 PM</div> <div>NF</div> <div>Private</div>
				<div>11:00 AM</div> <div>NF</div> <div>Private</div>	<div>2:30 PM</div> <div>NF</div> <div>Private</div>	<div>4:00 PM</div> <div>NF</div> <div>Private</div>
				<div>12:00 PM</div> <div>NF</div> <div>Private</div>		
				<div>1:00 PM</div> <div>NF</div> <div>Private</div>		
15	16	17	18	19	20	21
		<div>10:30 AM</div> <div>NF</div> <div>Private</div>				<div>2:00 PM</div> <div>NF</div> <div>Private</div>
						<div>3:00 PM</div> <div>NF</div> <div>Private</div>
22	23	24	25	26	27	28
29	30	31	1	2	3	4
	<div>3:00 PM</div> <div>NF</div> <div>Private</div>	<div>1:00 PM</div> <div>NF</div> <div>Private</div>				
		<div>2:00 PM</div> <div>NF</div> <div>Private</div>				
		<div>3:30 PM</div> <div>NF</div> <div>Private</div>				
5	6	7	8	9	10	11

Reserve Now

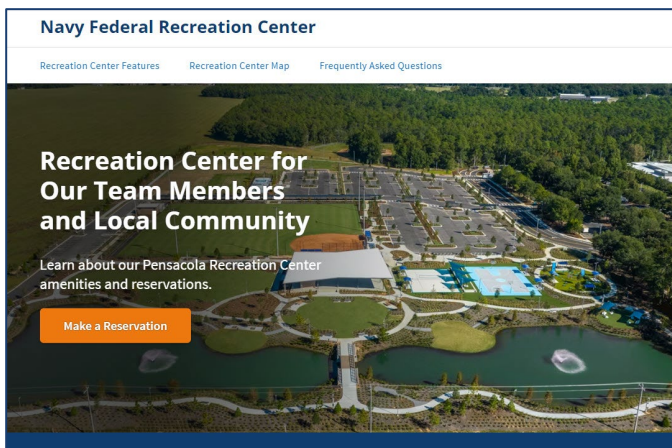
Making a Reservation

Reservations can be made up to one (1) month in advance. Please make sure to review the **Recreation Center Rules and Reservations & Events Guidelines** in the Appendix and on our website prior to reserving your space.

EXAMPLE RESERVATION: Reserving the Multipurpose Field for soccer practice on March 27th at 9:00am for two (2) hours.

- 1 To make a reservation, go to: <https://www.navyfederal.org/resources/navy-federal-rec-center.html>

Click **Make a Reservation**











- 2 If you already have an account, enter your credentials and click **Log On**.


If you do not have an account, please select **Create an Account**.

A screenshot of the "Logon" form. The form has a dark blue header with the word "Logon" in white. Below the header, there is a "Sign in with" section containing a "Company Single Sign On" button. Below this is an "Or" separator. The form then has two input fields: "Email Address *" with the placeholder text "youremail@gmail.com" and "Password *" with masked characters "*****". Below these fields is a "Log On" button. Underneath the button is a link that says "Click here if you need to reset your password." At the bottom of the form, there is a section titled "Or create a new account below" with a "Create an Account" button.

3 Click **More** for the space you would like to reserve.

 <p>Pavilion</p> <p>Click "more" to reserve.</p> <p>More ></p>	 <p>Multi-Purpose Field</p> <p>Click "more" to reserve.</p> <p>More ></p>	 <p>Basketball Court</p> <p>Click "more" to reserve.</p> <p>More ></p>	 <p>Sand Volleyball Court</p> <p>Click "more" to reserve.</p> <p>More ></p>
 <p>Pickleball Courts</p> <p>Click "more" to reserve.</p> <p>More ></p>	 <p>Informal Lawn</p> <p>Click "more" to reserve.</p> <p>More ></p>	 <p>Fitness Court</p> <p>This space is designated for drop-in use.</p> <p>More ></p>	 <p>Soccer</p> <p>Click "more" to reserve.</p> <p>More ></p>

4 Review the information and rules for the space, then click **More** to proceed.

<h3>Multi-Purpose Field</h3> <p>Overview:</p> <p>The Multipurpose Field is a real turf grass field designed to support 7v7 Soccer, Flag Football, and youth Softball/Kickball. Sports lighting surrounds the outside perimeter of the field, along with dugouts and bleachers adjacent to home plate.</p> <p><i>Soccer, Flag Football, and Softball/Kickball fields are reserved individually for up to 50 people for a maximum of 3 hours.</i></p> <p>Rules and Regulations:</p> <p>The following are prohibited on the fields: animals, motorized vehicles, golfing, drugs/alcohol, smoking, firearms, fireworks, littering. Children under the age of 18 must be accompanied and supervised by an adult. Failure to comply with rules may result in removal from the park.</p>	 <h3>Reservations</h3> <p>Members of the general public are eligible to make a reservation 7 days a week from 6:00am-9:00pm up to one month in advance.</p> <p>Please click "more" to create a reservation account or make a reservation.</p> <p>More ></p>
---	--

5 In the **Check Availability** form select your **Start Date**.

Select the **Duration** for your reservation, the specific location within the Multipurpose Field, then click **Check Availability**.

Search Results will display all the available **Start Times** for your selected space.

Click on the **Start Time** you would like to reserve.

Check Availability

Start Date (yyyy-mm-dd)

2025-03-27

Start

9:00 AM

End

-- End --

Duration (Minutes)

120

Participant

Jane Smith

Venue

Navy Federal Credit Union Recreation Center

Location

Flag Football

Soccer Field (Lighted)

Softball

Sort By

Time

Check Availability

Results

Navy Federal Credit Union Recreation Center

Time	3/27/2025	3/28/2025	3/29/2025	3/30/2025	3/31/2025
09:00 AM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
09:30 AM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
10:00 AM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
10:30 AM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
11:00 AM	✓ \$0.00 Book	✓ \$0.00 Book	✓ \$0.00 Book	✓ \$0.00 Book	✓ \$0.00 Book
11:30 AM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
12:00 PM	✓ \$0.00 Book	✓ \$0.00 Book	✗ Unavailable	✓ \$0.00 Book	✓ \$0.00 Book
12:30 PM					

6 Review your **Shopping Basket** for accuracy. One complete, click **Checkout**.

If you need additional reservations, click Continue Shopping.

If you need to edit or remove this reservation, click Cancel Basket.

Basket 14552

Basket expires in 19 minutes 52 seconds

Active Items

1

Item	Qty	Price Group	Value
Community Field Facility Rental ⌚ (3/27/2025 9:00 AM - 3/27/2025 11:00 AM) 📍 Soccer Field (Lighted) 📍 Navy Federal Credit Union Recreation Center 👤 Jane Smith	1	Community	\$0.00
Total includes tax of \$0.00			\$0.00

All prices in USD.

Continue Shopping

Cancel Basket

Checkout

- 7 Complete the **Required Form Event Information** and acknowledgments, then click **Submit**.
Once submitted, your reservation will be processed.

Required Form

An item in your basket requires the following form to be filled out for **Jane Smith** for the **Community Field Facility Rental** basket item.

Event Information

Please provide details regarding your community event.

Initial

Contact Name: *

Jane Smith

Contact Phone Number: (P.H.) *

8501234567

Estimated Attendance: *

15

I understand NO food trucks, grilling, cooking or open flames of any kind are permitted.

☒

I acknowledge and agree to adhering to the capacity and time constraints of this space. *

☒

Submit

Name of Event: *

Soccer Practice

Detailed Description of Event: *

Soccer practice for my child's team

Is this event being organized on behalf of an organization? If yes, what is the name of the organization? *

No

I understand no equipment will be provided in this reserved space, I am responsible for any additional needs outside of the reserved space, and I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center.

☒

I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center. *

☒

Processing Reservation 14552

Your basket is being processed.

Continue Shopping

My Account

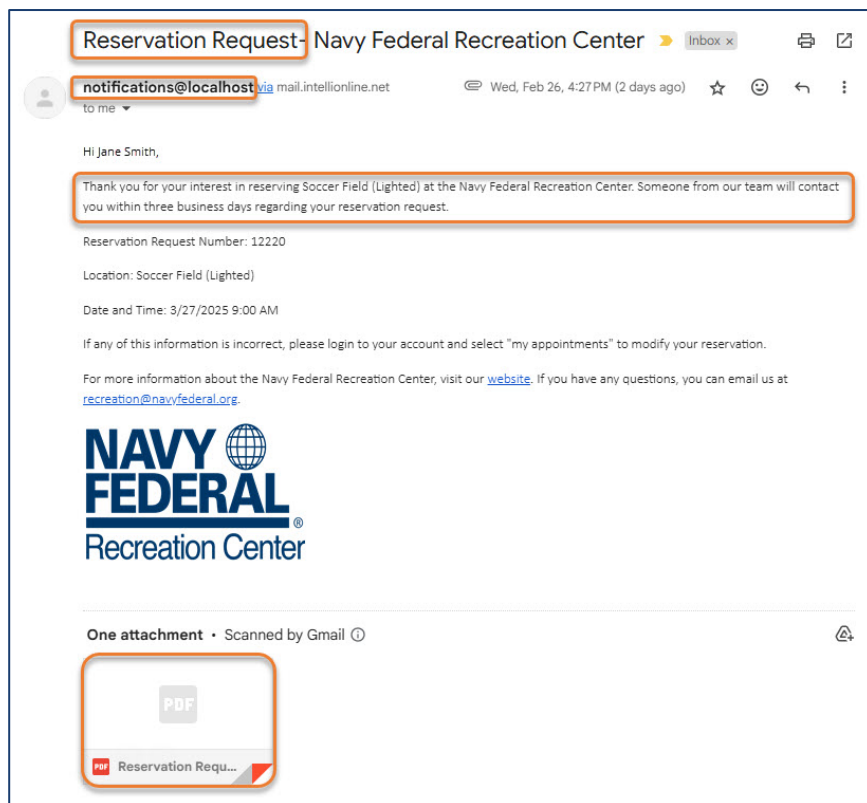
Navy Federal Recreation Center

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- 8 You will receive a **Reservation Request** email from “notifications@localhost” with your **Reservation Request receipt** attached.

If you do not receive an email, please check your mailbox’s spam folder.

Within 3-5 business days you will receive a communication from Recreation@navyfederal.org confirming, modifying, or denying your reservation.



NAVY FEDERAL
Recreation Center

9045 Security Place
Pensacola FL 32526
United States

Reservation Request

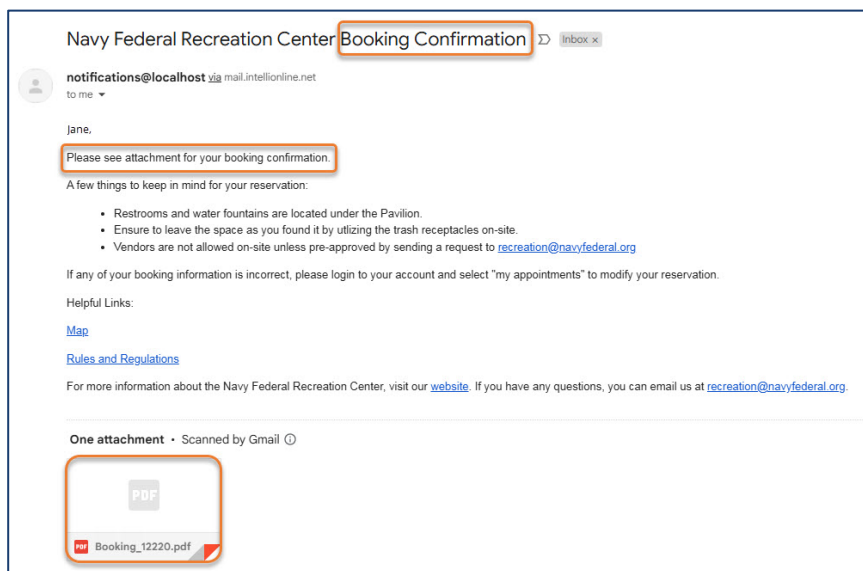
Booking ID: 12220
Customer #: 5049


Description	Qty	Price	Total (Excl. Tax)
Community Field Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : 7V7 Soccer Field (Lighted) 3/27/2025 9:00 AM to 11:00 AM	2	0.00	0.00

Subtotal \$0.00

Total Booking \$0.00

- 9 If your reservation request is approved, you will receive a **Booking Confirmation** email from “notifications@localhost” with your **Booking Confirmation** attached.





NFCU
9045 Security Place
Pensacola FL 32526
United States

Booking Confirmation

Jane Smith

Booking ID: 12220
Date: 2/26/2025
Customer #: 5049

Description	Qty	Price	Total (Excl. Tax)
Community Field Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : 7v7 Soccer Field (Lighted) 3/27/2025 9:00 AM to 11:00 AM	2	0.00	0.00

Subtotal

\$0.00

Total Booking

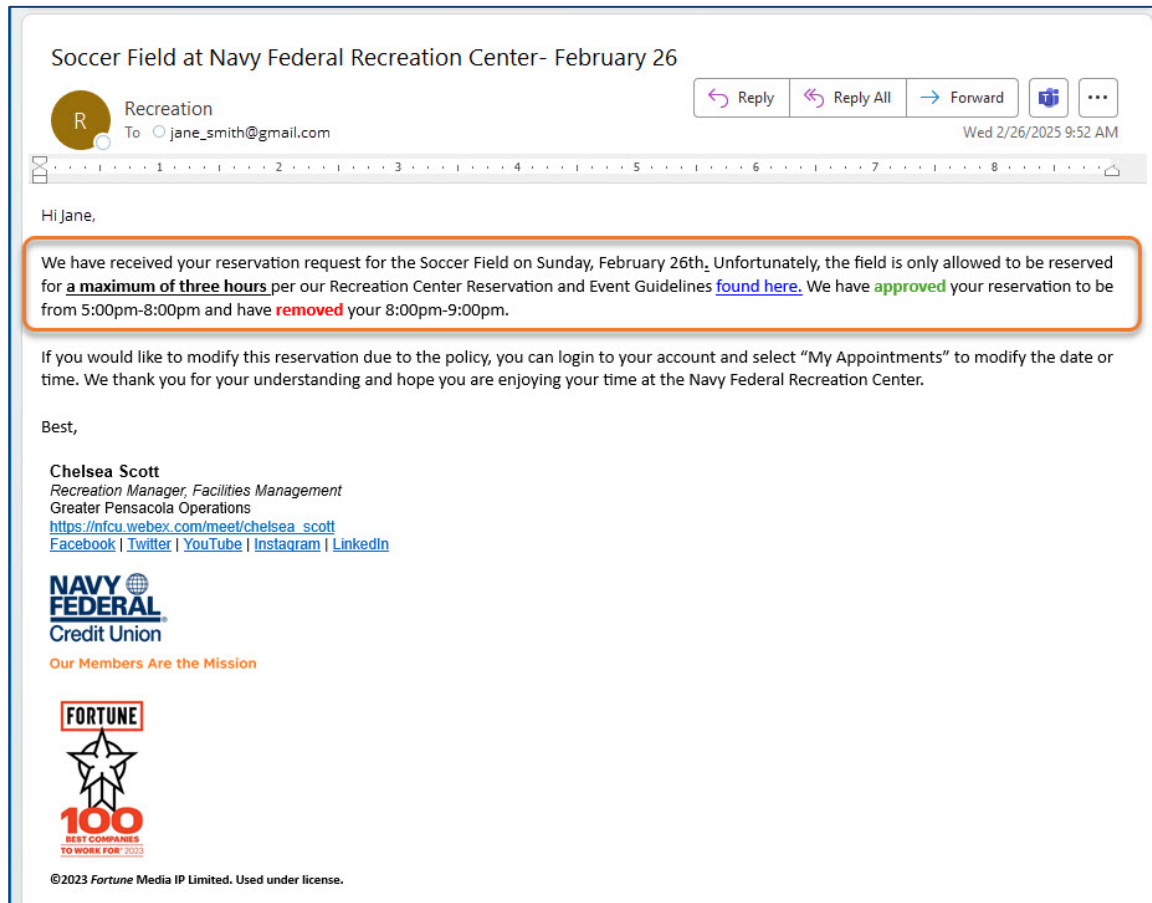
\$0.00

10

If there are questions about your reservation, if modifications have been made on your behalf, or if your request has been denied, you will receive an email containing the relevant information.

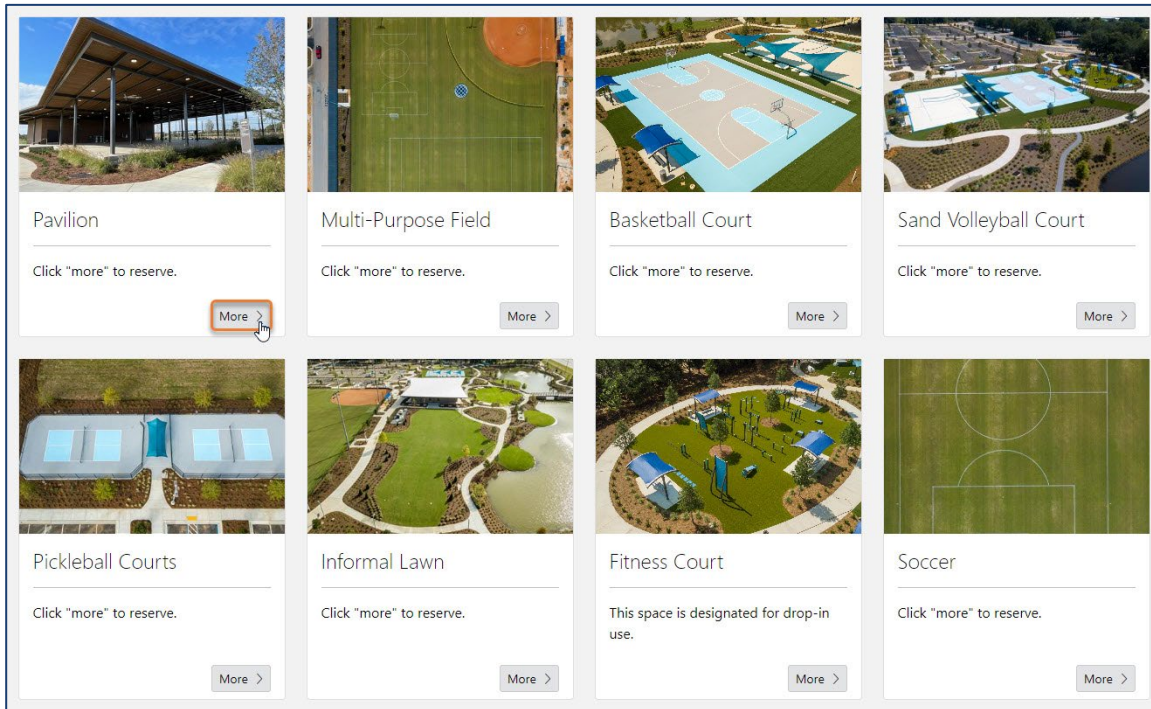
NOTE: Most reservations requiring modifications are those that have booked the space for a longer duration than allowed or for too many people than the space can accommodate.

Please make sure to review the **general and space-specific rules and guidelines** prior to making your reservation. These can be found in the **Appendix** section of this guide.



EXAMPLE RESERVATION: Reserving the Pavilion for a Birthday Party on 12/31/24 at 4:30pm for two (2) hours.

- 1 Once you have logged in at <https://www.navyfederal.org/resources/navy-federal-rec-center.html>, click **More** for the space you would like to reserve.



- 2 Review the information and rules for the space, then click **More** to proceed.

Pavilion

Overview:

The Pavilion is an open-air, covered space centrally located within the Recreation Center. This space has 15 picnic tables and 12 additional options for conversational seating.

Amenities Include:

- Restrooms
- Water fountains with a bottle filler
- Equipment check-out room for NFCU employees
- Electrical outlets for convenient power and charging access

This space is reservable for up to 50 people for a maximum of 3 hours.

Rules and Regulations:

- No profanity, drugs, alcohol, smoking, firearms, littering or glass containers.
- No solicitation, loitering, peddling, advertising, or sale of merchandise.
- Do not remove furnishings from the pavilion.
- No skateboards, in-line skates, motorized vehicles, or bikes allowed.
- No grilling, cooking, food trucks, or open flames of any kind.
- Failure to comply with these rules may result in removal of the park.

Reservations

Members of the general public are eligible to make a reservation **7 days a week from 6:00am-9:00pm up to one month in advance.**

Please click "more" to create a reservation account or make a reservation.


More >

- 3 In the **Check Availability** form, click the **Calendar** icon and select your **Start Date**.
Select the **Duration** for your reservation, then click **Check Availability**.

Check Availability

Start Date (yyyy-mm-dd)

2024-12-31



December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Check Availability

Start Date (yyyy-mm-dd)

2024-12-31



Start

-- Start --

End

-- End --

Duration (Minutes)

120

Participant

Jane Smith

Location

Pavilion

Venue

Navy Federal Credit Union Recreation Center

Sort By

Time

Check Availability

4 Search Results will display all the available **Start Times** for your selected space.

Click on the **Start Time** you would like to reserve.

Results	
Navy Federal Credit Union Recreation Center	
Time	Pavilion
03:30 PM	Unavailable
04:00 PM	Unavailable
04:30 PM	<input checked="" type="checkbox"/> \$0.00 Book
05:00 PM	<input checked="" type="checkbox"/> \$0.00 Book
05:30 PM	<input checked="" type="checkbox"/> \$0.00 Book

5 Review your **Shopping Basket** for accuracy. One complete, click **Checkout**.

If you need additional reservations, click Continue Shopping.

If you need to edit or remove this reservation, click Cancel Basket.

Basket 13290			
⌚ Basket expires in 19 minutes 46 seconds			
Active Items			1
Item	Qty	Price Group	Value
Community Pavilion Facility Rental ⓘ (12/31/2024 4:30 PM - 12/31/2024 6:30 PM) 📍 Pavilion 📍 Navy Federal Credit Union Recreation Center 👤 Jane Smith	1	Community	\$0.00
Total includes tax of \$0.00			\$0.00
All prices in USD.			
Continue Shopping		Cancel Basket	Checkout

- 6 Complete the **Required Form Event Information** and acknowledgments, then click **Submit**.
Once submitted, your reservation will be processed.

Required Form

An item in your basket requires the following form to be filled out for the basket item.

Event Information

Please provide details regarding your community event.

Initial

Contact Name: *

Jane Smith

Contact Phone Number, (RtL) *

8501234567

Estimated Attendance: *

20

I understand NO food trucks, grilling, cooking or open flames of any kind are permitted.

☒

I acknowledge and agree to adhering to the capacity and time constraints of this space. *

☒

Name of Event: *

Smith Birthday Party

Detailed Description of Event: *

Birthday Party for John Smith

Is this event being organized on behalf of an organization? If yes, what is the name of the organization? *

No

I understand no equipment will be provided in this reserved space, I am responsible for any additional needs outside of the reserved space, and I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center.

☒

I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center. *

☒

Submit

Processing Reservation 13290

Your basket is being processed.

Continue Shopping

My Account

Navy Federal Recreation Center

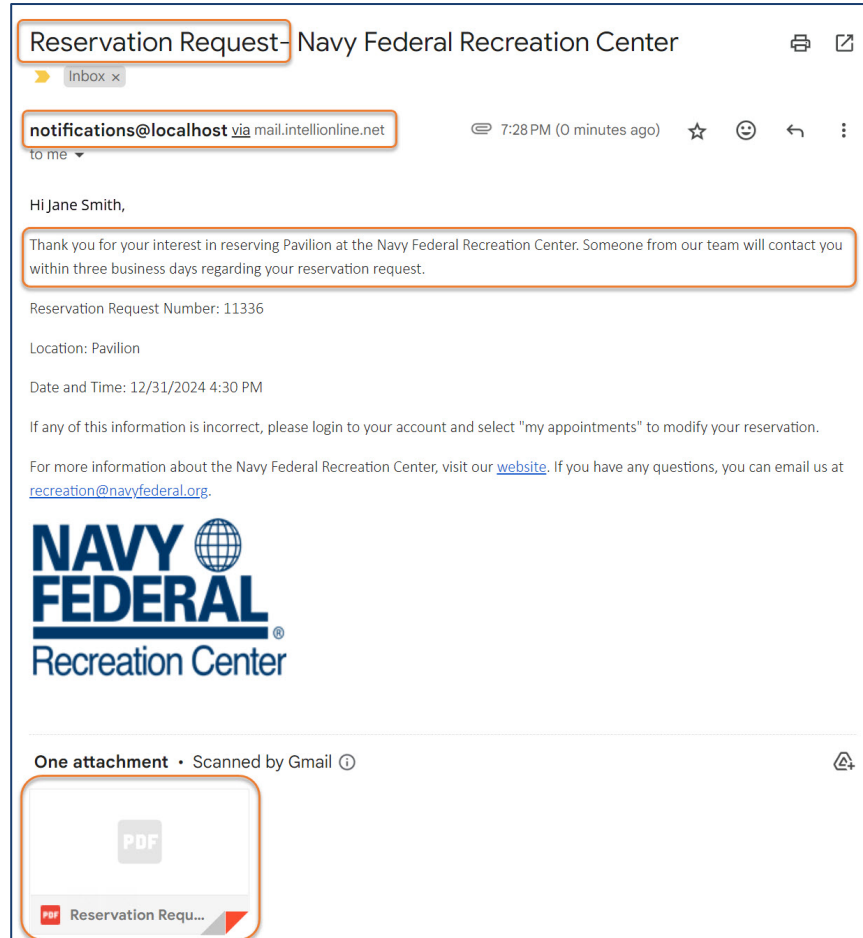
Reservation User Guide | Updated November 2025 | Page 24

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You will receive a **Reservation Request** email confirmation from “notifications@localhost” with your **Reservation Request receipt** attached.

If you do not receive an email, please check your mailbox’s spam folder.

Within 3-5 business days you will receive a communication from Recreation@navyfederal.org confirming, modifying, or denying your reservation.



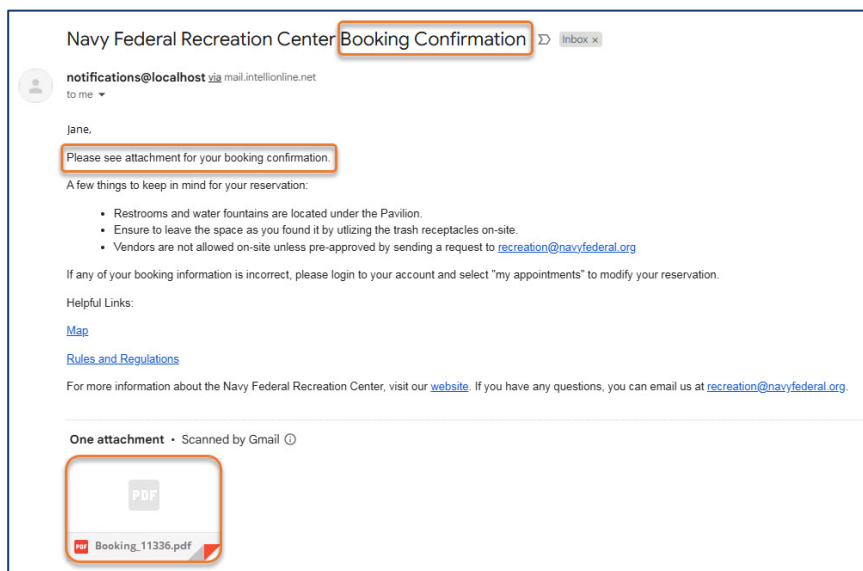
	9045 Security Place Pensacola FL 32526 United States	Reservation Request	
	Booking ID: 11336 Customer #: 5049		

Description	Qty	Price	Total (Excl. Tax)
Community Pavilion Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : Pavilion 12/31/2024 4:30 PM to 6:30 PM	2	0.00	0.00

	Subtotal	\$0.00
	Total Booking	\$0.00

For more information about the Navy Federal Recreation Center, visit our website [navyfederal.org/recreation](https://www.navyfederal.org/recreation).
If you have any questions, you can email us at recreation@navyfederal.org.

- 8 If your reservation request is approved, you will receive a **Booking Confirmation** email from “notifications@localhost” with your **Booking Confirmation** attached.



NAVY FEDERAL Recreation Center	NFCU 9045 Security Place Pensacola FL 32526 United States	Booking Confirmation								
Jane Smith	Booking ID: 11336 Date: 12/10/2024 Customer #: 5049									
<table><thead><tr><th>Description</th><th>Qty</th><th>Price</th><th>Total (Excl. Tax)</th></tr></thead><tbody><tr><td>Community Pavilion Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : Pavilion 12/31/2024 4:30 PM to 6:30 PM</td><td>2</td><td>0.00</td><td>0.00</td></tr></tbody></table>	Description	Qty	Price	Total (Excl. Tax)	Community Pavilion Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : Pavilion 12/31/2024 4:30 PM to 6:30 PM	2	0.00	0.00		
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	Subtotal		\$0.00							
	Total Booking		\$0.00							

If there are questions about your reservation, if modifications have been made on your behalf, or if your request has been denied, you will receive an email containing the relevant information.

NOTE: Most reservations requiring modifications are those that have booked the space for a longer duration than allowed or for too many people than the space can accommodate.

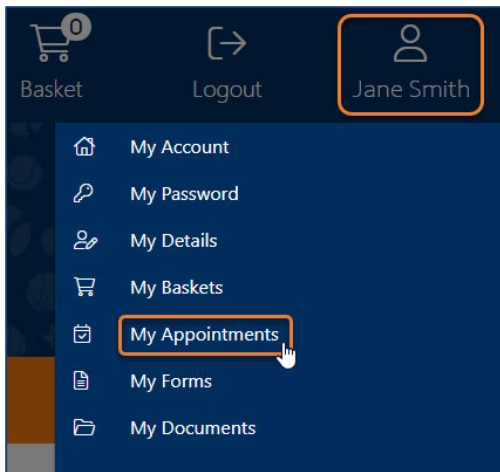
Please make sure to review the general and space-specific rules and guidelines prior to making your reservation.

Make a Change

Modifying Reservations

You can modify any existing reservations provided a suitable date and time is available.

- 1 After logging in, click **your name** in the top right corner. Click on **My Appointments**.



- 2 **EXAMPLE MODIFICATION: Pavilion for a Birthday Party**

Original: 12/31/24 at 4:30pm for two (2) hours

Reschedule: 12/30/24 at 3:00pm for two (2) hours

For the reservation you want to modify, click the **Reschedule** button.

Period Sun, 08-Dec-24 - Sat, 08-Mar-25								
Date	Time	Booking ID	Bookings	Participant	Location	Book Again	Reschedule	Cancel
Tue 31 Dec	4:30 PM - 6:30 PM	11336	Community Pavilion Facility Rental	Jane Smith	Pavilion			

- 3 Enter your new **Start Date** and **Times**, click **Check Availability**, then choose your new **Start Time**.

Check Availability

Start Date (yyyy-mm-dd)

2024-12-30

Start End

3:00 PM 5:00 PM

Location

Pavilion

Venue

Navy Federal Credit Union Recreation Center

Sort By

Time

Check Availability

Results

Navy Federal Credit Union Recreation Center

Time	Pavilion
02:00 PM	<input checked="" type="checkbox"/> \$0.00 Book
02:30 PM	<input checked="" type="checkbox"/> \$0.00 Book
03:00 PM	<input checked="" type="checkbox"/> \$0.00 Book
03:30 PM	<input checked="" type="checkbox"/> \$0.00 Book
04:00 PM	<input checked="" type="checkbox"/> \$0.00 Book
04:30 PM	<input checked="" type="checkbox"/> \$0.00 Book

- 4 Complete the **Required Form Event Information** and acknowledgments, then click **Submit**. Once submitted, your reservation will be processed.

Required Form

An item in your basket requires the following form to be filled out for the basket item.

Event Information

Please provide details regarding your community event.

Initial

Contact Name: *

Jane Smith

Contact Phone Number (Ext): *

8501234567

Estimated Attendance: *

20

I understand NO food trucks, grilling, cooking or open flames of any kind are permitted.

☒

I acknowledge and agree to adhering to the capacity and time constraints of this space. *

☒

Name of Event: *

Smith Birthday Party

Detailed Description of Event: *

Birthday Party for John Smith

Is this event being organized on behalf of an organization? If yes, what is the name of the organization? *

No

I understand no equipment will be provided in this reserved space, I am responsible for any additional needs outside of the reserved space, and I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center.

☒

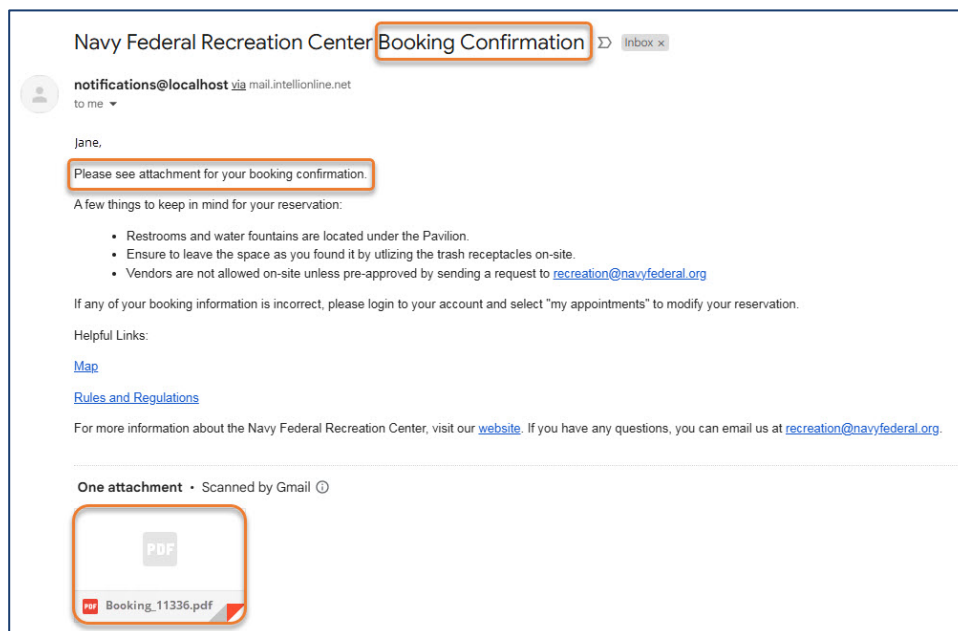
I verify that I have read and agree to follow all rules and regulations of the Navy Federal Recreation Center. *


☒

Submit

- 5 Once your modification is processed, you will receive a new **Booking Confirmation** email and receipt reflecting your new date and/or time.

If you do not receive an email, please check your mailbox's spam folder.





NFCU
9045 Security Place
Pensacola FL 32526
United States

Booking Confirmation

Jane Smith

Booking ID: 11336
Date: 12/10/2024
Customer #: 5049

Description	Qty	Price	Total (Excl. Tax)
Community Pavilion Facility Rental For: Smith, Jane Navy Federal Credit Union Recreation Center : Pavilion 12/30/2024 3:00 PM to 5:00 PM	Community 2	0.00	0.00

Subtotal

\$0.00

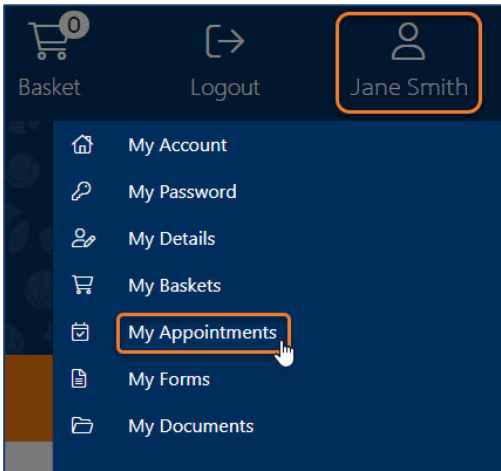
Total Booking

\$0.00

Canceling Reservations

If you no longer require your reservation for any reason, please make sure to cancel so they space will open up for others to reserve and enjoy.

- 1 After logging in, click **your name** in the top right corner. Click on **My Appointments**.



- 2 Find the reservation you want to cancel, click the **Cancel** button.

NOTE: If you have multiple reservations, make sure you are selecting the correct one.
Cancellations cannot be undone.

Pavilion Reservation:

Period Sun, 08-Dec-24 - Sat, 08-Mar-25								
Date	Time	Booking ID	Bookings	Participant	Location	Book Again	Reschedule	Cancel
Mon 30 Dec	3:00 PM - 5:00 PM	11336	Community Pavilion Facility Rental	Jane Smith	Pavilion			

3 In the Cancellation Summary, click **Process Cancellation**.

REMINDER: This action cannot be undone.

Once cancelled, your reservation will no longer appear in **My Appointments** in your account.

Cancellation Summary

Item	Qty	Tax	Value
Community Pavilion Facility Rental	-2	\$0.00	\$0.00
Cancellation Fee	1	\$0.00	\$0.00
		Subtotal	\$0.00
		Tax	\$0.00
		Total due	\$0.00

Process Cancellation



Navy Federal
Recreation Center

Reservation Guide

Appendix

Reservation & Event Guidelines

Recreation Center Rules



NAVY 
FEDERAL®
Recreation Center

Rules

November 2025

GENERAL RULES

Hours: 6AM - 9PM Daily



- General Rules apply to all areas of the Recreation Center.
- All spaces should be utilized for their intended use. Any other activities are prohibited.
- Navy Federal is a tobacco-free campus.
- Motorized vehicles/golf carts are restricted to roadways & designated parking areas.
- Respect, be cautious of, and do not feed any wildlife.
- The Recreation Center is under video security surveillance.
- Children under 18 must be accompanied and supervised by an adult.
- In the event of inclement weather, seek shelter.
- In case of emergency, call 911, or use the emergency call boxes located on designated light poles.

Pets

- Pets must be on a leash at all times.
- Use pet waste stations to clean up after your pet.
- Pets are not allowed on the Sand Volleyball Court, Multipurpose Field, or any artificial turf areas.



USE RECREATION CENTER AT YOUR OWN RISK.

PROHIBITED ACTIVITIES

The prohibited activities below apply to all Recreation Center areas.

- Entering Recreation Center during closed hours.
- Use of tobacco products, smoking, or vaping on the property.
- Solicitation, loitering, peddling, advertising, sale of merchandise, or unauthorized commercial activity of any kind.
 - *Unauthorized commercial activity includes, without limitation: personal training, instruction, or lessons for hire by guests or any attendee while on site.*
- Profanity and amplified music.
- Destruction of property, landscaping, or vegetation.
- Discharging fireworks, rockets, or other incendiaries.
- Fires, firepits, camping, or overnight parking.
- Drugs, alcohol, firearms, littering, or glass containers.
- Skateboards, in-line skates, bicycles, scooters, motorized vehicles, or similar items on sidewalks, fields or courts.
- Inflatable structures, mechanical rides, waterslides, or similar items.
- Swimming, fishing, or sunbathing in or around ponds.

Failure to comply with these rules may result in removal from the park.



USE RECREATION CENTER AT YOUR OWN RISK.

PAVILION

This space is reservable for up to 50 people for a maximum of 3 hours.

- Do not remove furnishings from pavilion.
- No skateboards, in-line skates, motorized vehicles, or bikes allowed in pavilion.
- No grilling, cooking, food trucks, or open flames of any kind.



FIELD SPACES

The Softball Field requires reservations for use. Field spaces are reservable for up to 50 people for a maximum of 3 hours.

The following are prohibited on the fields:

- Animals
- Motorized vehicles
- Golfing
- Drugs/Alcohol
- Firearms
- Fireworks
- Littering
- Inflatable structures, mechanical rides, and waterslides.



- Multipurpose Field (*Lighted*)
- Soccer Fields (*Unlit*)
- Flag Football Field (*Unlit*)

USE RECREATION CENTER AT YOUR OWN RISK.

BASKETBALL COURT

This space is reservable for up to 20 people for a maximum of 1 hour.

If using for drop-in use, please limit play to one hour if others are waiting.

- Appropriate footwear required.
- No spitting, gum, or food allowed on the courts.
- No dunking on or hanging from the rim.



SAND VOLLEYBALL

This space is reservable for up to 20 people for a maximum of 2 hours.

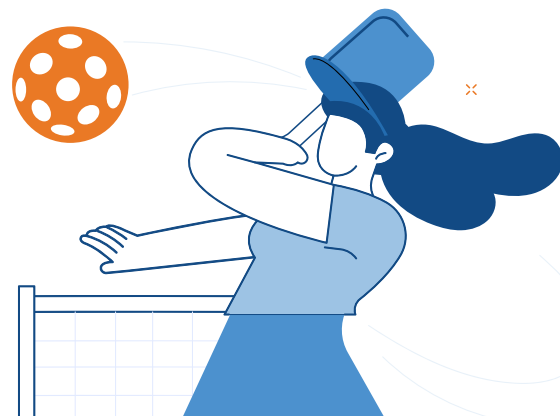
- No swinging or pulling on the volleyball net.
- No food, glass, or alcoholic beverages allowed.
- No pets in court area.
- Court area should only be used for its intended purpose.



PICKLEBALL COURT

This space is reservable for up to 6 people for a maximum of 1 hour.

- Appropriate footwear required.
- No spitting, gum, or food allowed on the courts.
- No hanging on net.



USE RECREATION CENTER AT YOUR OWN RISK.



FORMAL AND INFORMAL LAWNS

These spaces are reservable for up to 50 people for a maximum of 3 hours.

- Motorized vehicles/Golf Carts are restricted to roadways & designated parking areas.
- Be cautious of and do not feed wildlife.
- Pets must be on a leash at all times, and use pet waste stations to clean up after your pet.

Prohibited Lawn Activities

- Solicitation, loitering, peddling, advertising, or sale of merchandise.
- Destruction of property, landscaping, or vegetation.
- Grilling, cooking, food trucks, or open flames of any kind.



USE RECREATION CENTER AT YOUR OWN RISK.

YOGA LAWN

This space is for drop-in use only and cannot be reserved.

- No pets on lawn.
- No food or beverage except water allowed on the yoga lawn.



FITNESS COURT & DRILL ZONE

This space is for drop-in use only and cannot be reserved.

- Use of Fitness Court restricted to guests age 14 years and older.
- Appropriate fitness attire must be worn.
- Use each drill station and equipment area for its intended purpose.
- Follow equipment instructions at each station to avoid injury.
- 20-minute limit per station when others are waiting.
- No food and beverages other than water are allowed on the Fitness Court.
- *Unauthorized commercial activity includes, without limitation:* personal training, instruction, or lessons for hire by guests or any attendee while on site.



USE RECREATION CENTER AT YOUR OWN RISK.