



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VIRGINIA 23801

REPLY TO
ATTENTION OF

FORT LEE POLICY NO. 6-04

IMLE-ZA

FEB 10 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Post Field House Usage Policy

1. References.

a. AR 215-1, paragraph 8-20, Military Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010.

b. Fort Lee Policy Number 4-05, Alcoholic Beverage Policy, 21 November 2011.

2. Background: This policy establishes guidelines concerning usage (Encl 1), fees (Encl 2) and scheduling of the Post Field House (PFH), Building 6008, for units/organizations.

3. Policy:

a. Scope: This policy applies to all individuals utilizing this facility.

b. General: All military units, Department of Defense (DoD) or Department of the Army (DA) organizations utilizing the facility for training, change of command, change of position, retirement or other official function have first priority and will not be charged a fee. The PFH may be reserved using a FL Form 300-1 or through a DOPS-issued OPORD.

c. Rules/Responsibilities:

(1) Military units/organizations using the facility for official functions will be required to:

(a) Clean the facility after use.

(b) Secure and extinguish all lights prior to departure from the facility.

(c) Inform the Directorate of Family and Morale, Welfare and Recreation (MWR) management of facility problems, safety or otherwise.

(2) All individuals using the facility for non-military purposes will be required to:

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(a) Enter into an agreement with the Nonappropriated Fund Instrumentalities (NAFI) for the privilege of using the facility. Agreement will include a safe harmless statement alleviating the NAFI and the US government from any liabilities.

(b) Pay a service fee to the NAFI for the privilege of using the facility.

(c) Provide a copy of proof of insurance to the Youth Sports Office prior to being allowed to use the facility. Insurance will cover the following: bodily injury and property damage liability insurance; workers' compensation and employers' liability insurance for their employees; property insurance for bailee property under their care, custody or control; public liability insurance.

(d) Inspect the facility prior to acceptance of the facility. Deficiencies must be brought to the attention of the Directorate of Family and MWR Youth Sports Office upon discovery. Failure to do so indicates no deficiencies in the facility at the time of acceptance.

(3) Individuals indicate by signing for the facility that they accept full responsibility for the facility from the time of signing until cleared by the Youth Sports and Fitness Coordinator or his designee. This includes responsibility for the security and cleanliness of the facility as well as damage to the building and its contents. The signatory is not cleared until an inspection has been conducted by the Youth Sports and Fitness Director or his designee and the signatory or his/her representative. Damages will be paid for at the time of clearing. Failure to properly clean the facility will result in the hiring of a cleaning service. Cleaning cost will be borne by the signatory to the contract.

(4) Authority to use the facility extends only to the building and associated utilities and excludes the Directorate of Family and MWR Youth Sports offices. Common sense will be used with regard to water, electricity, doors and telephones. No item, article or equipment contained in the facility is to be considered available for use without specific permission. This includes, but is not limited to, tables, chairs, benches, weights, public address systems and sports equipment.

(5) Performers, shows, events or acts that are known to have given offense to any racial, ethnic or religious group or individuals who are attired in a manner that may offend members of the audience are prohibited.

(6) Catering service for activities/events is available from any of the following Directorate of Family and MWR activities: Bowling, Golf, The Lee Club or Regimental Club. Catering from sources other than Directorate of Family and MWR is prohibited.

(7) Organizations desiring to consume alcohol within the PFH must adhere to the Alcoholic Beverages Policy, Fort Lee Policy No. 4-05, 21 November 2011.

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4. Fees.

a. Organizations listed in paragraph 3b above will not be assessed a usage fee.

b. The basic usage fee for all others is set at \$500 per day. This fee may be adjusted for bona fide, non-profit organizations or specific fund-raising events. Fundraisers will be approved for registered private organizations or unit fund events only. Requests for adjustment must be submitted in writing and approved by the Chief, Child, Youth & School Services in advance of the establishment of the contract. Adjustments are made on a case-by-case basis and a written response will be provided. Revenues generated during an event are not grounds for after-the-fact adjustments. Fundraisers must have written approval from the Directorate of Family and MWR Financial Management Office. A copy of the approval to hold a fund-raising event must accompany the request for adjustment. Cancellation of an event will result in the return of 75% of the assessed fee.

5. Scheduling. Use of the PFH will be scheduled through the Directorate of Family and MWR Youth Sports Office. Users will be scheduled on a first-come basis. Exceptions to this policy will be granted during times of war, training emergencies, certain approved weather emergencies and other specific events, as deemed necessary by the Senior Commander, Garrison Commander or Directorate of Family and MWR. Copies of all agreements will be maintained for audit purposes by the Youth Sports office.

6. Effective Date: This policy is effective on the date of signature.

7. This policy supersedes all other related policies.

8. The proponent for this policy is the Directorate of Family and MWR, Child, Youth & School Services, 804-765-3848.



RODNEY D. EDGE
COL, LG
Garrison Commander

2 Encls

DISTRIBUTION:
LEEKEY

DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION (MWR)
CHILD, YOUTH & SCHOOL SERVICES
YOUTH SPORTS

POST FIELD HOUSE

USAGE AGREEMENT

1. I agree to accept responsibility for the facility named above and understand that I cannot pass control to another individual.
2. I understand that I must return the issued key to the issuing office *not later than* one business day after the end of my event.
3. I will:
 - Leave the facility in a clean condition.
 - Sweep and mop all floors prior to my departure.
 - Empty and clean all trash receptacles.
 - Police all seating areas prior to my departure.
4. No equipment will be used unless requested and agreed to in advance.
5. All doors will be *checked and locked* prior to my departure.
6. I understand that I am responsible for the actions of any and all individuals allowed in the building during my event.
7. I understand that I am responsible for the building until the issued key has been returned and the building inspected.
8. If the building is found to be unsecured after my event, I understand that I will be required to return to post to secure the building. My return will be at the time of the call notifying me of the unsecured status. *Securing the building the following day is not acceptable.*

Safe Harmless: This release is intended to cover all injuries, fatal or non-fatal, and illnesses of every kind and nature and personal property damage, if any, which may be sustained or suffered from any cause whatsoever connected or arising out of or by any reason of the use of Directorate of Family and MWR support facilities/equipment. The undersigned agrees to indemnify and will hold harmless the Directorate of Family and MWR Fund, Youth Sports employees and/or volunteers from any and all cost, charges, claims, demands and liabilities of any kind arising from the improper or negligent use of, participation in or involvement with its facilities, equipment, services or programs. *The undersigned also agrees to hold harmless the NAFI and the US Government, relieving them of any liability.*

RESERVATION EVENT: _____ **DATE:** _____

RESPONSIBLE PARTY:

Printed Name: _____ Signature: _____

Home Phone: _____ Work Phone: _____ Date: _____

Usage Fee Paid: _____ Additional Fees: _____ (set-up, etc.)

POST FIELD HOUSE APPROVING OFFICIAL OR DESIGNEE

DENNIS POSEY SIGNATURE (Date)
YOUTH SPORTS & FITNESS DIRECTOR

or

YOUTH SPORTS DESIGNEE SIGNATURE (Date)

POST FIELD HOUSE CLEARED/KEY RETURNED: _____ (Date)

YS DESIGNEE INITIALS _____

YOUTH SPORTS
POST FIELD HOUSE
FEES

Keys will be issued the last business day before your event and returned the first business day after your event, NLT 1000. You are not cleared from the facility until **IT HAS BEEN CLEANED.**

	Unit Fund Activity	PO Fund Raiser	Other Usage
PFH Only	\$0	\$100	\$500

*Rentals for chairs, tables, etc. can be obtained through the Outdoor Recreation Center.

Fees are for usage only. If set up is required, additional fees will apply and set up must be requested in writing, in advance.

The facility must be cleaned by the utilizing organization. Inspections of the facility will be conducted and a \$250 cleaning fee will be charged if the facility has not been cleaned.

All Unit and Private Organization fund raising events ***require prior approval*** from the Directorate of Family and MWR Financial Management Office. Approval will be in writing and a copy must be provided at the time of facility reservation

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