

OUTDOOR RECREATION

FACILITY RESERVATION

INFORMATION PACKET

(Please contact 703-805-3081 for availability before submitting reservation packet)

**Outdoor Recreation
10155 Swift Road, Bldg 778
Ft Belvoir, Va 22060
Phone: 703-805-3081
Fax: 703-805-4545**

SUBJECT: Standing Operating Procedure for Use of the Outdoor Recreation Center Classroom

1. Reference: AR-215-1, 15 Aug 05, 8-20 3(d). The Outdoor Recreation Center, bldg 778, provides a classroom for official military use and private functions. Use of this classroom is for authorized patrons of the United States Federal Government with Department of Defense (DoD) identification cards only.
2. ELIGIBILITY: All military individuals, units and organizations within the DoD are authorized to use the Outdoor Recreation Center. Federal Agencies outside DoD, and approved Fort Belvoir private organizations and individuals holding a DoD identification card are eligible to rent the classroom for private functions. Priority is given to all Fort Belvoir installation individuals, units and groups.
3. CLASSROOM AVAILABILITY: Classroom is available for use during normal Outdoor Recreation operating hours:

Monday and Tuesday: 0900 – 1800

Wednesday – Friday: 0900 – 2100

Saturday and Sunday: 0900 - 1700

All meetings must end by the close of business, to include clean-up. Cancellations may be made in writing up to 7 days or more prior to the event for 100% refund. Cancellations of less than 7 days will result in a penalty of 50% of your reservation fee.

4. TO RESERVE THE CLASSROOM:

- a. Reservations are for current calendar year only. Current calendar year begins on the first business day of January. Reservations must be paid in full at the time the reservation is made/guaranteed for all non-official functions. A cleaning deposit is the only requirement for official functions and must be paid in full at the time of reservation. A request form is required to guarantee a reservation. Please call MWR Outdoor Recreation at 703-805-3081 for availability before submitting a room reservation form. Forms are available on the MWR website to print out and fax to Outdoor Recreation at 703-805-4545. The website address is: www.belvoirmwr.com. Payment may be made over the phone using a credit card. Reservations may also be made in the Outdoor Recreation building Monday-Friday between the hours of 0900-1700.

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b. For all non-official and official functions, the requesting unit, organization chief, or designated POC must sign and date the MWR Site Reservation Agreement.

c. If the MWR Site Agreement box is checked indicating alcoholic beverages will be served, a cover letter must be submitted according to the sample provided and complete the Alcohol Supplement form requesting exception to policy to serve alcoholic beverages at your function. Additional information pertaining to the use of alcoholic beverages is listed in section (8) of this document.

d. Meetings may often be booked back to back in the same room. In order to assure a smooth transition from one group to the next, please allow extra time for setting up and cleaning up the room when making your reservation.

e. Any private organization fund-raising event must receive approval from the DMWR Business Director at 703-805-2394.

f. Reservations may not exceed one week. There are no multiple day or week reservations from mid-November through the end of December due to the Holidays. There are no consecutive monthly reservations, i.e. a customer may not reserve the room for every third Wednesday of the month for the next two to six months.

5. RENTAL FEES AND CHARGES:

a. Private parties and all non-official functions:

Full Day: \$100.00 (4 or more hours)

Part day: \$50.00 (less than 4 hours)

*****NOTE: Reservations utilizing the Part Day option can not exceed their allotted time frame due to the possibility of another reservation waiting to utilize this facility. Any party delaying the appointed closure time of the facility will be charged \$50 for every 15 minutes delaying the closure of the facility.

b. A cleaning deposit of \$100.00 for official and non-official functions will be required for all room reservations. A portion or all of the deposit will be retained if it is necessary to clean the room. To receive a full cleaning deposit refund the following must be verified using the checklist provided in this packet.

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6. CAPACITY OF ROOM:

a. Capacity of this room has been determined by the Fort Belvoir Fire Department and posted for the maximum of ninety personnel only. All room arrangements and decorations must be approved by Management and abide by all fire regulations. Any requested room arrangements not in compliance with Management must receive prior written approval from the Fort Belvoir Fire Department.

b. The Classroom has chairs and tables available for use during a function. The tables and chairs may not be removed from this room. The setup and clean up of these items is the responsibility of the group hosting the function.

7. EQUIPMENT USAGE:

a. The classroom meeting room has a television and VCR which may be used as part of the rental package. Groups are permitted to bring in their own audio visual equipment required for their meetings.

b. There are no kitchen facilities available at the Outdoor Recreation Center. For your catering needs you may contact the Fort Belvoir Community Club at 703-780-0962 or the Fort Belvoir Officers' Club at 703-780-0930, Ext: 608/609/610.

8. USE OF ALCOHOL: Beer and wine ONLY, may be served at private parties within the classroom when the following conditions are met:

a. During Duty Hours (0900 – 1700), a request must be sent to Command Headquarters through the DMWR Administrative Office, Ms. Renae Robinson, 805-2532, for special permission to serve alcohol during duty hours. This request should be submitted 30 days prior to the event.

b. After duty hours, the group sponsor must submit a written request to the Director of Outdoor Recreation Center. The request must include date, time, purpose and name of the person who will be the designated responsible individual.

c. The sponsor is responsible for making sure that no one under age is permitted to drink and that all alcohol stays in the classroom.

d. Hard liquor is not permitted in the Outdoor Recreation Center. If liquor is brought into or served at a function, the function will be cancelled immediately and no refund will be given.

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9. SPECIAL USAGE INSTRUCTIONS:

a. Decorations: No decorations of any kind will be suspended from the ceiling or put on the walls. Only table decorations or freestanding decorations will be permitted. All decorations must be flame retardant.

b. Rice throwing: No rice throwing is allowed. Birdseed may be used outside the building only.

10. USE OF OTHER AREAS OF THE BUILDING: The Outdoor Recreation Center is open to those who are eligible during normal operating hours. A private function does not include the general use of the remainder of the building. Guests attending a private function should remain in the area of the event.

11. MISCELLANEOUS.

a. Children under the age of 16: Children under the age of 16 must be accompanied by a parent.

b. Examples of official functions include Active Duty training, Family Readiness Groups Meetings, CPAC Training Class, Blood Drives, Command Ethnic Observances and Hail and Farewells.

c. Examples of non-official functions include Change of Command Reception, Birthday Parties, Unit Fund Raising Events, receptions and miscellaneous parties.

KAREN BACORN
Supervisor
Outdoor Recreation

1st Endorsement:
Approved / Disapproved

Kristin Mayer, Chief
Community Outdoor Recreation Director

RESERVATION REQUEST

Fill in all the information below:

Room Requested: _____

Date(s) Requested for Function: _____

Start and Finish Time of Function: _____

What Type of Function (Purpose of Use): _____

Approximate number of people attending: _____

Name of Requesting Unit/Organization/Person: _____

POC (point of contact): _____

POC Phone Number: _____

POC Fax Number: _____

CLEANING DEPOSIT: \$100.00

I understand I must abide by the cleaning checklist. Before departing the Outdoor Recreation facility the classroom must be checked by an ODR staff member. If there is any damage to anything (tables, chairs, etc.) I will notify the Outdoor Recreation staff immediately. Damage fee will be determined by the Outdoor Recreation Director.

Requestor's Signature

Date

Special requests or remarks:

**CLASSROOM CLEANING
CHECKLIST**

These things must be completed prior to the customer leaving the facility.
These conditions affect the customer receiving a full refund of their
Cleaning deposit.

Date/Time of event: _____

POC for event: _____

Room event held in: _____

RESTROOMS:

1. CHECK FLOOR AREA, WALLS, WASTE BASKETS, SINKS & STALLS
2. ***NOTE: MAKE SURE EVENT POC IS AWARE OF ANY PROBLEMS

TABLES:

1. THE TABLES MUST BE WIPED DOWN
PLEASE BRING YOUR OWN SPRAY CLEANER AND PAPER TOWELS
2. THE TABLES MUST BE PLACED BACK TO THEIR ORIGINAL POSITION
3. **CHECK FOR ANY DAMAGE**
*****DO NOT BLOCK THE EXITS*****

CHAIRS:

1. CHAIRS MUST BE PLACED BACK TO THEIR ORIGINAL POSITION
2. **CHECK FOR ANY DAMAGE (BROKEN LEGS, RIPS IN SEAT COVERS, DRINK AND FOOD SPILLAGE)**
*****DO NOT BLOCK THE EXITS*****

FLOORS:

1. ALL TRASH MUST BE PICKED UP
(BROOM, DUSTMOP AND DUSTPAN WILL BE PROVIDED)
4. ALL SPILLS MUST BE WIPED UP
PLEASE BRING YOUR OWN FLOOR CLEANER.
MOP, MOP BUCKET AND WATER WILL BE PROVIDED

TRASH:

1. ALL TRASH MUST BE TAKEN OUT TO THE DUMPSTER.
PLEASE BRING YOUR OWN TRASH BAGS

DECORATIONS:

1. ALL DECORATIONS MUST BE REMOVED, TO INCLUDE ANY TAPE,
2. TINSEL, PAPER, GARLAND, ETC.

Staff Member Signature : _____

Customer Signature : _____

Date/Time: _____