



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

Recreation Division
Policy and Procedures for Pavilion Use

IMGO-MWR

1 October 2019

SUBJECT: Policy for renting the Courtyard and Youth Pavilions

SCOPE: All individuals that meet the eligibility requirements defined in this document.

REFERENCES:

AR215-1, 24 SEPT 2010, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.

FG420 – 4, Facility Engineering Fire Prevention, 21 April, 2011.

1. Eligibility:

Patron Eligibility: In accordance with Category III, Military General Welfare and Recreation (Army Regulation AR 215-1, Chapter 7).

- a. Active Duty Military personnel and their family members assigned to the installation.
- b. Active Duty Army personnel and their family members, not assigned to the installation, including members of the Army National Guard (ARNG) and the United States Army Reserve (USAR) on active duty for training, or when on active duty status.
- c. Active Duty Military personnel of other services and their family members not assigned to the installation.
- d. Retired Military personnel and their family members.
- e. Medal of Honor recipients and their surviving spouses and other family members.
- f. Honorably discharged veterans of the United States Armed Services with 100% service connected disability.

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g. Members of the ARNG and USAR during periods of regularly scheduled inactive duty training (IDT) at the installation where training is being performed.

h. Unmarried/remarried surviving spouses of military personnel and their family members.

i. Unmarried/remarried spouses and other dependents entitled to Commissary, exchange, and installation privileges.

j. United States Naval Academy midshipman, cadets of the United States Army and United States Air Force Academies, and officer candidates when in active duty or training status.

k. Department of Defense (DOD) Appropriated Fund (APF) and Non-Appropriated Fund (NAF) civilian employees and their family members stationed in Alaska, Hawaii, United States Territories and Possessions, and foreign countries, with authorized unlimited exchange privileges.

l. DoD, APF, and NAF civilian employees and their family members that reside on the installation and who are authorized unlimited exchange privileges.

m. Military personnel of foreign nations and their family members when authorized unlimited exchange privileges.

n. Other Army uniformed services personnel, including active duty, retired with pay, and reservists when on active duty for training and reservists while on temporary duty assignment (TDY).

o. Medical personnel under the contract to the military DoD components during the period of their contracts, and America Red Cross personnel residing on the installation.

p. At the discretion of the installation commander, other DoD, APF, and NAF civilian employees and their immediate family members.

q. Individuals, including foreign nationals in overseas areas who have distinguished themselves in direct association with or in support of the military mission.

r. Installation commander may authorize eligible personnel in categories a through f to sponsor and bring guests to the Family and Morale, Welfare, and Recreation (FMWR) facilities or functions.

s. DoD contractor employees, technical representatives, employees of military banking facilities and credit unions, working on the installation concerned.

t. Federal employees not employed by DoD agencies; must have appropriate documentation.

2. Pavilion Locations:

a. The Courtyard Pavilion is located near The Courtyard Building and the Outdoor Pool.

- b. The Youth Pavilion is located adjacent to the Boundless Playground off Brainard Avenue

3. Reservations:

- a. Reservations are made on a first come first serve basis. Reservations are made in person, or online. Payment must be received before the event takes place for the reservation to be confirmed. Use of the pavilions without a confirmed reservation is considered unauthorized use and can be subject to disciplinary action.

- b. Fees:

- (1) Military ceremony (promotion, change of command, retirement, etc.) no charge for one hour or less. Food cannot be served. Serving food is considered a reception, not part of the military ceremony.

- (2) Organization day, training activity, Boy/Girl scout meeting, church group, FRG meeting, etc. \$12.50 one hour or less. Reoccurring meetings on a weekly basis there is a monthly charge of \$37.50. Reservations for all meetings must be requested at the same time to receive monthly rate. Food cannot be served.

- (3) All other events over an hour are considered a "reception type event" and start at \$25 for two hours and \$12.50 for each additional hour (three hours \$37.50, four hours \$50, five hours \$62.50, etc.). Food can be served.

- c. Set up and tear down times must be included in time slot requested. All activity must be conducted in the scheduled reservation time. For example, the event starts at 0900 and an hour of set up time is required, the reservation needs to start at 0800. The same holds true for cleaning up after the event. The event ends at 1500 and there is an hour of cleaning then the reservation needs to end at 1600.

- d. Payments: Payments can be made by check, cash, money order, and credit card. Credit card payments may be taken over the phone by office staff. Cash, check, and money order payments are made in the office. Returned checks will incur a \$25 fee and will be processed through Financial Management Division (FMD). All fees associated with the returned check will be explained, assessed, and collected by FMD.

- e. Cancellations: There are no refunds for cancellations. The event can be transferred to another date and time as long as a minimum of 24 hours notices is given. However, if the event is on a Sunday, notification must be given no later than the Friday before the event. The same applies for holidays and training holidays. Notification must be given no later than the business day preceding the event.

- f. Rescheduling: An event can be rescheduled, as long as the new date and time is available and a minimum of 24 hours' notice has been given.

- g. Refunds: There are no refunds. Credits may be given on a case by case basis.

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h. Events that exceed the allotted reservation time will be charged \$12.50 per hour for the overage time.

4. Restrictions:

a. Garbage: Patron is responsible for cleaning up trash and debris in the area. Trash bags are not provided. Trash may be disposed of in the dumpster next to the dog park.

b. Unauthorized Users: Unauthorized users will be asked to either leave or pay the fees for the time used. Events that run over the allotted reservation time are considered unauthorized users during the overage time. Patrons staying past the scheduled reservation time will be charged for the amount of time that has been used and they can be asked to leave.

c. Grills and Fryers: Grills or fryers may be placed on the lawns 25ft. from structure IAW FG 420-4-8-18 (6&7) of the Courtyard Pavilion and Youth Pavilion. Grills are not provided at the pavilions. IAW with FG 420-4-8-18 section 6 a portable fire extinguisher rated minimum B & C must be available for grills. If using a Fryer a class K type fire extinguisher must be present.

d. Alcohol: IAW AR 215-1 10-5 Individuals authorized to possess alcoholic beverages on an Army installation may serve the beverages to the families and bona fide guests. Contracted patron must abide by installation guidelines on safely serving their guests as they may be held responsible for actions done by guest during or after the event.

5. Amenities:

a. Inflatables: Inflatables may be used at the Courtyard and Youth Pavilions. They are not provided and must be brought to the event.

b. Tables and Chairs:

(1) The Courtyard Pavilion has 14 tables that seat approximately 168 people.

(2) The Youth Pavilion has 8 tables that seat approximately 64 people.

(3) Chairs are not provided, additional chairs and tables may be brought in.

c. Tents: Tents may be brought and used on the lawns of the Courtyard and Youth Pavilions.

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d. Games: Games may be set up on the lawns of the Courtyard and Youth Pavilions.

e. Electricity: Electricity is provided at all of the pavilions at no additional charge.

f. Water: Water is available at the Courtyard Pavilion at no additional charge.

g. Port-O-Let and Handwashing Station Request: Portable Restrooms and Handwashing stations rent for \$25 each. Rental fees are nonrefundable. Request must be made no later than 10 business days before the event. Payment must be received no later than 10 business days before the event. Cancellations must be received no later than four business days before the event. Holidays and training holidays do not count as business days.

6. Point of contact for this SOP is the undersigned, 706-791-4300.



Larry W. Coggins
Chief, Recreation Division