

## CNIC SOP MWR COMMUNITY RECREATION PARKS PICNICS AND PAVILIONS

Subj: COMMUNITY RECREATION SOP FOR PARKS PICNICS AND PAVILIONS

Ref: (a) DODINST 1015.10  
(b) CNICINST 1710.3  
(c) MWR Community Recreation Program Standards

Encl: (1) Parks, Picnics and Pavilions Reservation Form

1. Purpose. To establish policy and procedures for command and patron reservation and use of Morale, Welfare and Recreation (MWR) parks, picnic areas and pavilions. These procedures support program operations as outlined in references (a) through (c).
2. Applicability. To all Region, Installation, and Tenant Commands and any U.S. Forces Afloat and Ashore for Navy Installations.
3. Scope. Establishes guidelines for MWR employees to provide and manage recreational rental space at MWR parks, picnic areas and pavilions on installations.
4. Policy.
  - a. MWR offices manage reservations for parks, picnics, and pavilion usage. Reservation management procedures for both fee-based and for no cost Command Quality of Life (QOL) functions are included in this policy.
  - b. Patrons make a reservation in order to guarantee usage by completing a Parks, Picnics, and Pavilion Reservation Form, enclosure (1). Reservation receipts are provided to patrons and Command personnel when the bookings are made.
  - c. Parks, picnics, and pavilions that have not been reserved are available for use on a first-come, first-serve basis. Patrons without reservations must vacate if reservation holders arrive with their approved Parks, Picnics, and Pavilion Reservation Form.
  - d. Reservation fees are charged based on established installation pricing guidelines. Command QOL no cost reservations are addressed in section (6).
  - e. Reservations may be booked up to six (6) months in advance.
5. Action/Procedure.
  - a. The authorized sponsor requesting a reservation will provide proper identification to the designated MWR Community Recreation Office showing eligibility for use of MWR programs.

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b. Authorized sponsor must be in attendance for the entirety of the event to ensure proper use and that space is left in the same condition as issued.

c. Once MWR patron eligibility has been verified, Community Recreation and/or designated MWR personnel will:

(1) Review the Parks, Picnics, and Pavilion Usage Reservation Form with the patron. The patron completes and signs the form.

(2) Receive full payment including cleaning and damage deposit as determined by local installation policy. Advise patron of cleaning fee or fee to be assessed if spaces/pavilions are left dirty, in disarray, or incur any damage.

(3) Provide patron with a signed copy of the form. The form can also be available electronically via the Point of Sale (POS) system.

(4) Provide patron with applicable local installation information, e.g. policies and procedures from Security, Visitor Pass office, Fire Department, Command Administration, etc.

(5) Log the reservation and retain the Parks, Picnics, and Pavilion Reservation Form. After conclusion of the event, the form will be kept on file for 90 calendar days.

(6) Within 24 hours after an event, a Community Recreation and/or MWR staff member will inspect the rental area to determine if the cleaning and damage deposit will be refunded.

(7) Deposit return target is ten business days, but will not exceed 30 calendar days.

6. No Cost Rental for Command QOL Functions Procedure. Command sponsored picnics and parties that are open to the entire command and/or Department/Divisions qualify for no cost reservations. Commands must adhere to the procedures established below for no cost reservations.

a. No cost reservations for command QOL functions can be scheduled Monday —Friday and during operational weekends (i.e. drill weekends, etc.). Blackout dates secured for MWR base wide events may apply, per installation guidelines.

b. A command representative (E7 or above) is required to endorse the event by completing and signing the reservation form prior to submission by their designated primary or alternate point of contact (POC) for the event. Upon review and approval by the MWR Community Recreation Division, the event is logged in, and the POC is provided a signed copy of the reservation form.

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c. Not applicable to official command functions such as homecomings, retirement ceremonies, fundraisers and change of command events, etc.

d. All rentals are first come, first served, and subject to space availability. Reservations may be made up to 90 days in advance, but no later than ten days prior to event date. Installations will establish separate reservation timelines for visiting ships and squadrons.

e. Within 24 hours after the command sponsored event, Community Recreation and/or MWR staff member will inspect the rental area. Cleaning, repair, replacement, labor, and/or setup fees will apply, per installation guidelines.

7. Pavilion and Green Space Rules to be Posted for Patron Use:

a. Children under the age of ten must be accompanied and directly supervised by an adult or guardian.

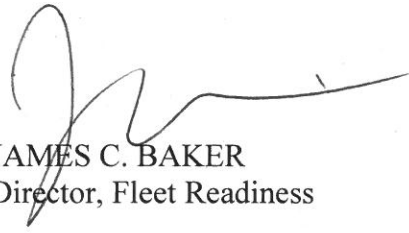
b. Prohibited actions/items include:

- (1) Horseplay and/or other hazardous activities
- (2) Feeding or otherwise engaging wildlife unless lawfully hunting/fishing
- (3) Harming plant life
- (4) Disrupting the soil or other natural environment
- (5) Glass bottles and containers
- (6) Smoking outside of a designated area
- (7) Parking outside of a designated area
- (8) Cooking outside of a designated area
- (9) Non-compliance with local noise ordinance
- (10) Non-compliance with installation pet guidance

c. Park, picnic area or pavilion and the surrounding area must be left in the same condition as it was found. All reserved areas will be inspected within 24-hours of patrons vacating the space.

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- d. Picnic tables will not be removed.
- e. All litter must be placed in designated trash containers.
- f. Hot coals or fires will be extinguished and secured in safe manner in compliance with installation fire guidelines.
- g. In the event of an emergency, call base security or (Base Emergency Number): \_\_\_\_\_.
- h. By using a MWR parks and picnics area, patrons agree to abide by the "pavilion, green space or park" rules and regulations, and applicable installation and Commander Navy Installations Command policies.



JAMES C. BAKER  
Director, Fleet Readiness

Distribution:  
REGIONAL MWR DIRECTORS  
INSTALLATION MWR DIRECTORS  
INSTALLATION COMMUNITY RECREATION DIVISION  
AFLOAT RECREATION PROGRAMMERS  
DEPLOYED FORCES SUPPORT PROGRAM

# Parks, Picnics, & Pavilions Reservation Form

## REQUEST DETAILS

Pavilion Name/Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximated Attendance: \_\_\_\_\_ Purpose of Rental:  Command Function  Birthday  
 Family Gathering  Other

## POC DETAILS

Name: \_\_\_\_\_ Command/Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Status:  Active Duty  Reserve  Dependent  DoD CIV Rank: \_\_\_\_\_

## AGREEMENT

*I agree to adhere to all local polices, instructions, and posted guidelines.*

*I have read, acknowledge, and agree to follow, all presented rules and policies and have been provided a copies of both CNIC and local requirements.*

*I have provided Community Recreation with all required documentation and/or information.*

*I understand that I am responsible for my own clean up immediately following my event. I understand that I must leave the area in the same condition in which I found it. In the event that MWR must clean up the rental area following the event, I understand I will be charged for that service and will forfeit my deposit.*

*Hold Harmless: The Patron agrees to indemnify and hold harmless the United States, the Department of the Navy, CNIC, and its military and civilian personnel from any liability in the leasing of MWR facilities and use of any MWR facility equipment. It is also expressly understood that the Patron shall indemnify and hold harmless Navy Morale, Welfare and Recreation Division, the installation's Morale, Welfare and Recreation activity, and its personnel, in the event that negligence or other fault of the MWR caused or contributed to the loss or claim*

***Have fun, be safe, and please be sure to clean up!***

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **MWR Staff Complete**

Approved by (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Reservation Made: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Deposit Paid: \_\_\_\_\_

Staff Inspection: (Signature & Date) \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_