



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON, NATICK
10 GENERAL GREENE AVENUE
NATICK MA 01760-5000

IMSS-ZA

COMMAND POLICY LETTER NO. 42

Authorized Usage of Family and Morale, Welfare and Recreation (MWR) Facilities

1. REFERENCES:

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

b. NSSC Policy No 9-2017, Alcohol Policy for Sports and Recreational Activities

2. APPLICABILITY: This policy applies to all Natick Soldier Systems Center (NSSC) military, Civilians, Family Members, and contractors.

3. PURPOSE: Natick Family and MWR is committed to delivering high quality choices in a welcoming environment that supports the well-being of our Soldiers, Retirees, Civilians and their Families. This policy prescribes the proper use and resourcing of facilities in support of MWR's Mission-sustaining, Community Support, and Revenue-generating programs and activities.

4. POLICY:

a. The reservation of and use of any MWR-provided equipment, service, or facility is made available on a first-come, first-serve basis for all authorized patrons. The target audience for MWR activities is active duty and retired military personnel, U.S. DOD APF/NAF civilian employees, Reserve and National Guard components, and their Family members. A full list of authorized patrons is available in Table 7-1, AR 215-1.

b. In support of the Installation Management Command (IMCOM) Common Levels of Support performance model, physical fitness programs, intramural sports programs, aquatic training, and community and recreation programs and services (Service 253, SSP's A, B, D, and E) will be delivered at directed Capability Level (dCL) to authorized patrons free of charge.

c. Facilities and areas in support of MWR programs at Natick are as follows:

- (1) William Lord Community Activity Center (B32)
- (2) North End Lounge (B32)
- (3) Outdoor Patio Area

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- (3) CPT Burt Fitness Center (B14)
- (4) SGT Gibson Outdoor Swimming Pool (B33)
- (5) SGT Jellison Sports Field
- (6) Beach at Lake Cochituate
- (7) NSSC Fitness Trail
- (8) The "Point" Park/Picnic Area

d. Activity Prioritization – previously scheduled activities may be cancelled or moved without advance notice and out of the control of MWR. Any fees made may be returned or deferred to the prioritized group, if applicable. Activities are prioritized as follows:

- (1) Emergency/Disaster Response
- (2) DOD/Army-driven activity
- (3) Senior Commander/Installation-driven Activities
- (4) All Paid Activities
- (5) Previously-scheduled activities
- (6) All Unpaid Activities

e. All usage of MWR facilities and services above dCL will be reimbursed by organizations and/or individuals according to the attached fee schedule (Encl 1). Official mission-related activities are integral to or critical for success of a unit's official missions, and are authorized the expenditure of appropriated funds (APF) to pay for expenses incurred by MWR in support of the NSSC mission. Non-appropriated funds (NAF) will not be used instead of authorized APF support as a matter of convenience. The following list of activities are authorized the use of APF:

- (1) APF/NAF funded events (Protocol 012 funded, Collaborative Information Environment)
- (2) Military training
- (3) Command Hosted Conferences (excluding associated social functions)
- (4) Change of Command, Retirements and Promotion Ceremonies (excluding associated social function)
- (5) Prayer Breakfast
- (6) POI supported Events (Dining In or Ice Breaker)
- (7) International Night
- (8) Cultural Awareness Programs
- (9) Awards Ceremonies
- (10) Law Day Ceremonies
- (11) Government Civilian Training
- (12) Family Readiness Group Meetings
- (13) Meetings, Briefings and Training Sessions Conducted and/or Hosted by NSSC Military Units, Tenants and Partners
- (14) Memorial Services for Fallen Soldiers
- (15) Organizational Day (Directorate Level and Above-One per year per Org)

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(16) Any other event specifically designated as an Official Function by the Garrison Commander (Customer must provide documentation of Garrison approval)

5. PROCEDURES:

a. Event hosts may inquire with the MWR administrative office for venue and date availability at 508-233-4791. Based on availability, reservations will be secured by submitting an event request through the Natick Family and MWR website at <https://natick.armymwr.com/us/natick/programs/community-center>. Activity scheduling may be coordinated during customer service hours, which are Monday-Friday, 0900-1500. Customer service functions are payments, bookings, modifications, and inquiries.

b. No facility usage request is confirmed until an MWR Facility Usage Request Form (Encl 2) has been approved by an MWR representative. The activity point of contact (POC) is not required to be present at all times during the scheduled activity, but is responsible its conduct.

c. The POC is responsible for all components of their activity, including: venue setup and teardown, required materials (easels, tape, writing utensils, cables and power strips, photo copies) and trash and supply removal at the conclusion of the scheduled activity. Setup and teardown services are available as posted on the MWR Facility Usage Fee Schedule.

d. Any audiovisual requirements must be coordinated in advance of activity and indicated on the MWR Facility Usage Request Form. An activity checklist has been provided for customer benefit (Encl 3). Internet connectivity is not guaranteed by MWR.

e. MWR has catering options available through several local vendors. Most groups are referred to the on-post restaurant located in Carney Hall (B1). Outside caterers are allowed. All costs associated with catering and related services are deferred to the event host.

f. Event POC is required to furnish the USAG Natick Directorate of Emergency Services (DES) with a completed Installation Access Control form (form attached) including all attendees at least 10 business days before the scheduled event. A photo I.D. must be presented for each adult (Driver's License, Student I.D., Passport, etc.) upon entering the installation.

g. Federal Police require a pass for employees and visitors to bring cameras and recording devices on post. The Public Affairs Office (PAO) approves requests and issues these passes. Please e-mail usarmy.natick.imcom-atlantic.mbx.nati-imne-ssc-pa@mail.mil 24 hours in advance requesting a pass (for weekend or Monday events, e-mails must be received by noon the Thursday before). Please furnish the following

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information: name of person taking the photos, affiliation (visitor, employee, etc.), specify device (camera, video, etc.), when the device will be used, and what the device will be used for. If approved, PAO will issue the pass by responding to the requestor's e-mail and also will furnish a copy to security notifying them of the device being brought on-site. Also, the e-mail from PAO approving the device becomes the pass and should be with the individual who will have the device in their possession. Failure to have the e-mail with the device while on the installation will result in the device being confiscated by Security until the individual leaves the installation.

h. A refundable minimum deposit must be made for all reservations. The MWR Reservation Request/Agreement must be signed and a deposit no less than 50% of the invoice be paid for date confirmation. Service and Facility rental payments are due in full 2 weeks prior to the event. MWR accepts checks (made payable to "Natick MWR"), cash, and VISA/MasterCard. For any questions, please call the Natick MWR office at (508)233-4791. Payments not received may result in cancellation of contract.

i. All cancellations must be made no less than 2 weeks (14 calendar days) prior to date of reservation. Cancellations not made in accordance with this policy will result in forfeiture of deposit and any payments made as of that date.

j. Returns will be made to customers under circumstances out of the control of MWR. All returns are processed in accordance with established procedures in the Standing Operating Procedure for Nonappropriated Fund Returns and Sales Corrections (Encl 4).

k. It is expected that the venue used will be reset immediately following the scheduled activity. POCs should plan for setup and teardown requirements within their scheduled timeline. POCs will be provided as much time as possible to setup and teardown giving consideration to the venue's other scheduled users. As such, time extensions cannot always be guaranteed.

l. The space must be returned to the condition in which it was found. Failure on the part of the event POC to leave the facility and clean the facility as agreed below will result in an additional charge of at least \$100. The event host is responsible for the cleanup of the facility. This includes: wipe off and put away all tables and chairs in the appropriate table/chair racks, thoroughly clean and mop the kitchen area (if used/applicable), sweep/vacuum floors in all areas reserved, remove all items from area reserved (i.e. building, parking lot, pool area, and grounds), and dispose of all garbage in the appropriate dumpster (located adjacent to CAC). Any items needing attention from MWR at the close of event will incur an additional charge.

m. POC will note any damage already existing to the center prior to the term of the agreement and inform the manager. POC will be responsible for all physical damage to the structure and equipment, as well as any property removed from MWR. Any damage

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to the center caused by POC or guests will subject the POC to additional damage costs associated. Additionally, damage to a facility or failure to observe these guidelines may preclude future access by the POC or organization.

n. Outside alcohol is not allowed under any circumstance. All alcohol must be purchased through MWR. Alcohol will not be dispensed by anyone other than authorized personnel. Any alcohol consumed not dispensed in this manner will subject the event to immediate cancellation. Refunds will be not given for failure to abide by this agreement. MWR reserves the right to refuse service to any person appearing intoxicated, as stated in the Massachusetts law. All NSSC activities will be conducted in accordance with NSSC Policy No. 9-2017, Alcohol Policy for Sport and Recreational Activities.

o. All users of MWR facilities and equipment are subject to penalties for misuse of program privileges as defined in AR 215-1, Chapters 7-4 and 18. Some examples of prohibited activities are:

- (1) Personally profiting from the use of MWR merchandise or services.
- (2) Promotion of offensive or inappropriately themed activities.
- (3) Any activity prohibited by the State in which the activity resides.

p. Requests for Exception to this Policy must be approved in advance and in writing by the Garrison Commander. The Request for Exception to NSSC Policy No. 42 (Encl 5) must be submitted to the Garrison Commander or designee no later than 30 calendar days prior to the scheduled event.

6. PROPONENT: The point of contact for this policy is the Director, Family and MWR, USAG Natick at (508) 233-4791.

5 Encls

1. Facility Usage Fee Schedule
2. Facility Usage Request Form
3. Facility User Checklist
4. NAF Returns and Sales
Corrections SOP
5. Request for Exception to
Command Policy Letter No. 42

//SIGNED//

GARRISON COMMANDER
U.S. ARMY GARRISON NATICK

DISTRIBUTION:

All NSSC Elements