



# **USAG BAVARIA MEETING FACILITIES SOP**

As of 19 February 2019  
USAG BAVARIAS-3/5

## **Table of Contents**

1. Facilities Overview
2. USAG Meeting Facility Usage Policy
3. Reservation Request
4. Memorandum of Understanding
5. Graphics of Facility Locations
6. Private Organizations Request
7. Open Flame Request (Garmisch Specific)

## **Facilities Overview**

### **1. Grafenwoehr Tower View Conference Center (bldg. 209)**

- a. McArthur Room (up to 20 people)
- b. Grant Room (up to 45 people)
- c. Patton Room (up to 100 people)
- d. Eisenhower Room (up to 200 people)

### **2. Grafenwoehr Water Tower Conference room (bldg. 109)**

- a. Conference Room (up to 30 people)
- b. Classroom (up to 25 people)

### **3. Grafenwoehr Tower Theater (bldg. 620) - seating for up to 700 people**

### **4. Grafenwoehr Field House (bldg. 547) - space for up to 600 people (reserve with MWR-Mr. Kearse 475-8207)**

### **5. Vilseck Jurkewicz Theater (bldg. 354)- seating for up to 410 people**

### **6. Vilseck Multi-purpose center (Building 134)-seating for up to 150 people-(Contact Dale Doeden 599-7960)**

### **7. Hohenfels Theater (bldg. 3 located inside PX) - seating for up to 410 people**

### **8. Garmisch Pete Burke Community Center (bldg. 725)**

- a. Main Hall (up to 100 people)
- b. Meeting room (15-20 people)

## **Facility Usage Policy**

1. Purpose. This Standard Operating Procedure establishes USAG Bavaria common operating procedures for the use of Garrison meeting facilities, requirements for use, capabilities, prohibiting activities.

2. Applicability. The SOP applies to all military members, tenant, special visit and training units, private organizations requesting approval to reserve a USAG Bavaria meeting facility. This SOP will take effect on 1 December 2018, in order to allow widest dissemination and honor previous existing reservations.

3. Criteria. USAG Bavaria facilities provide a professional and comfortable venue for unit-sponsored and other official community events. All users must review and adhere to the provisions of this SOP to ensure proper facility upkeep and accountability of property. USAG Bavaria facilities may be reserved for:

- a. Official military meetings and functions
  - Official functions are those endorsed by a Commanding Officer and/or support a Command Priority
- b. Official Department of the Army Program meetings
- c. Installation-registered Private Organizations (between the hours of 0800-1800)

4. Procedures. Submit reservation requests to the respective Garrison S-3/5 office on the reservation request form, e.g., Pete Burke Community Center requests go to the Garmisch S3/5 office. Once S3/5 receives the reservation request, an S3/5 representative will review the request to ensure availability and reserve the facility when the requester signs the user agreement.

Grafenwoehr and Vilseck Point of Contact and Facility Manager for facilities is the USAG Bavaria IOC S3/5 Office (DSN 526-3025, CIV 09641-70-526-3025) or email [usarmy.bavaria.id-europe.list.ioc@mail.mil](mailto:usarmy.bavaria.id-europe.list.ioc@mail.mil)

Vilseck Building 134, Point of Contact is the Multi Purpose HR assistant, Mr. Dale Doeden. Office 599-7960 or email [dale.h.doeden.civ@mail.mil](mailto:dale.h.doeden.civ@mail.mil)

Hohenfels Point of Contact and Facility Manager for facilities is the USAG Bavaria-Hohenfels S3/5 Office (DSN 466-2710, CIV 0949-239-79995) or email [george.b.rodgers2.civ@mail.mil](mailto:george.b.rodgers2.civ@mail.mil)

Garmisch Point of Contact and Facility Manager for Pete Burke Community Center is the USAG Bavaria-Garmisch S3/5 Office (DSN 440-3509, CIV 08821-750-3509) or email [donald.j.smart.civ@mail.mil](mailto:donald.j.smart.civ@mail.mil)

a. Key control and facility accountability is paramount. Units/organizations with an approved reservation will report to the S-3/5, IOC or designed facility manager the day of the event to sign for the facility keys.

b. After each use of the facility, the Facility Manager will inspect to ensure that it is returned in the same condition that it was provided, and that the building is secure.

UNCLASSIFIED

- c. Computers or other Automatic Data Processing devices will not be plugged into any network port unless IT support requirements are pre-coordinated and approved by the Garrison S6.
- d. Use of alcohol at events in USAG Bavaria meeting facility requires an exception to policy (ETP) memorandum and justification submitted to the Garrison Commander for approval.
- e. Use of any open flame (i.e. fireplace, charcoal grill, candles, etc.) requires prior approval from the USAG Bavaria Installation Fire Chief (DSN 475-8303, CIV 09641-83-8303).
- f. USAG facilities will not be used for personal functions or host events with loud music without an ETP request submitted to the Garrison Commander.
- g. Post-use requirements. The Responsible Person must complete the following requirements after use of the facility:
- Properly clean and return all equipment / property used (i.e. tables, chairs, kitchenware, etc.) to the location it was in before use of the facility.
  - Sweep, vacuum and/or mop all floors, as appropriate, taking care to remove any spills and stains. Clean and hang mop(s) to dry after use.
  - Anything that is brought into the facility must be removed from the facility.
  - Walk around the facility and ensure proper trash disposal.
  - Turn off all lights and close and secure all windows and doors.
  - Restore the facility to its original condition and return the keys to the Facility Manager immediately following the end of the event. In many cases, the venue has a follow on event; it is of utmost importance to clean the facility immediately following the event.
- h. Exceptions to this SOP may be granted by the USAG Bavaria Garrison Commander on a case-by-case basis.
- i. Prohibitions: Use of alcohol without an approved ETP or the use of an open flame without the Fire Chief's approval.
6. Proponent. POC for this SOP memorandum is USAG Bavaria S-3/5 at DSN 526-3025/526-3011 or email: [usarmy.bavaria.imcom-europe.list.S3/5-ops@mail.mil](mailto:usarmy.bavaria.imcom-europe.list.S3/5-ops@mail.mil) or [usarmy.bavaria.id-europe.list.ioc@mail.mil](mailto:usarmy.bavaria.id-europe.list.ioc@mail.mil)



# USAG Bavaria

## Grafenwoehr and Vilseck Facility Usage Request

Date \_\_\_\_\_

Requestor Name

\_\_\_\_\_  
Last, First, MI

Requestor Unit or Organization

\_\_\_\_\_

Event Date Primary

Alternate

Number of Patrons

Room \_\_\_\_\_

Contact #

Purpose of Event

Event Start Time

Event End Time

AREA MUST BE CLEAN PRIOR TO EVENT END TIME

Is Food Being Served

YES\*

NO

*\*If yes you must provide clean up detail*

Are Alcoholic Beverages Being Served

YES\*

NO

Additional Information for the Request

Disclaimer use of facility constitutes acknowledgement of responsibility for any damages that occur from patrons use of the facility

\_\_\_\_\_  
Requestor Signature

Approval Authority

POC: USAG Bavaria IOC at DSN: 526-3025 or CIV: 09641-70-526-3025

[usarmy.bavaria.id-europe.list.ioc@mail.mil](mailto:usarmy.bavaria.id-europe.list.ioc@mail.mil)

# USAG Bavaria



## Hohenfels Facility Usage Request

Date \_\_\_\_\_

Requestor Name

\_\_\_\_\_  
Last, First MI

Requestor Unit or Organization

\_\_\_\_\_

Event Date Primary

Alternate

\_\_\_\_\_

Number of Patrons

Room \_\_\_\_\_

Contact #

\_\_\_\_\_

Purpose of Event

\_\_\_\_\_

Event Start Time

Even End Time

\_\_\_\_\_

**AREA MUST BE CLEAN PRIOR TO EVENT END TIME**

Is Food Being Served

YES\*

NO

*\*If yes you must provide clean up detail*

Are Alcoholic Beverages Being Served

YES\*

NO

Additional Information for the Request

Disclaimer use of facility constitutes acknowledgement of responsibility for any damages that occur from patrons use of the facility

Requestor Signature

\_\_\_\_\_

Approval Authority

[george.b.rodgers2.civ@mail.mil](mailto:george.b.rodgers2.civ@mail.mil)

POC: USAG Hohenfels S-3 at DSN: DSN 466-2710, CIV 0949-239- 79995



# USAG Bavaria

## Garmisch Facility Usage Request

Date \_\_\_\_\_

Requestor Name \_\_\_\_\_

Last, First MI \_\_\_\_\_

Requestor Unit or Organization \_\_\_\_\_

Event Date Primary \_\_\_\_\_

Alternate \_\_\_\_\_

Number of Patrons \_\_\_\_\_

Room \_\_\_\_\_

Contact # \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

AREA MUST BE CLEAN PRIOR TO EVENT END TIME

Is Food Being Served

YES\*

NO

*\*If yes you must provide clean up detail*

Are Alcoholic Beverages Being Served

YES\*

NO

Additional Information for the Request

Disclaimer use of facility constitutes acknowledgement of responsibility for any damages that occur from patrons use of the facility

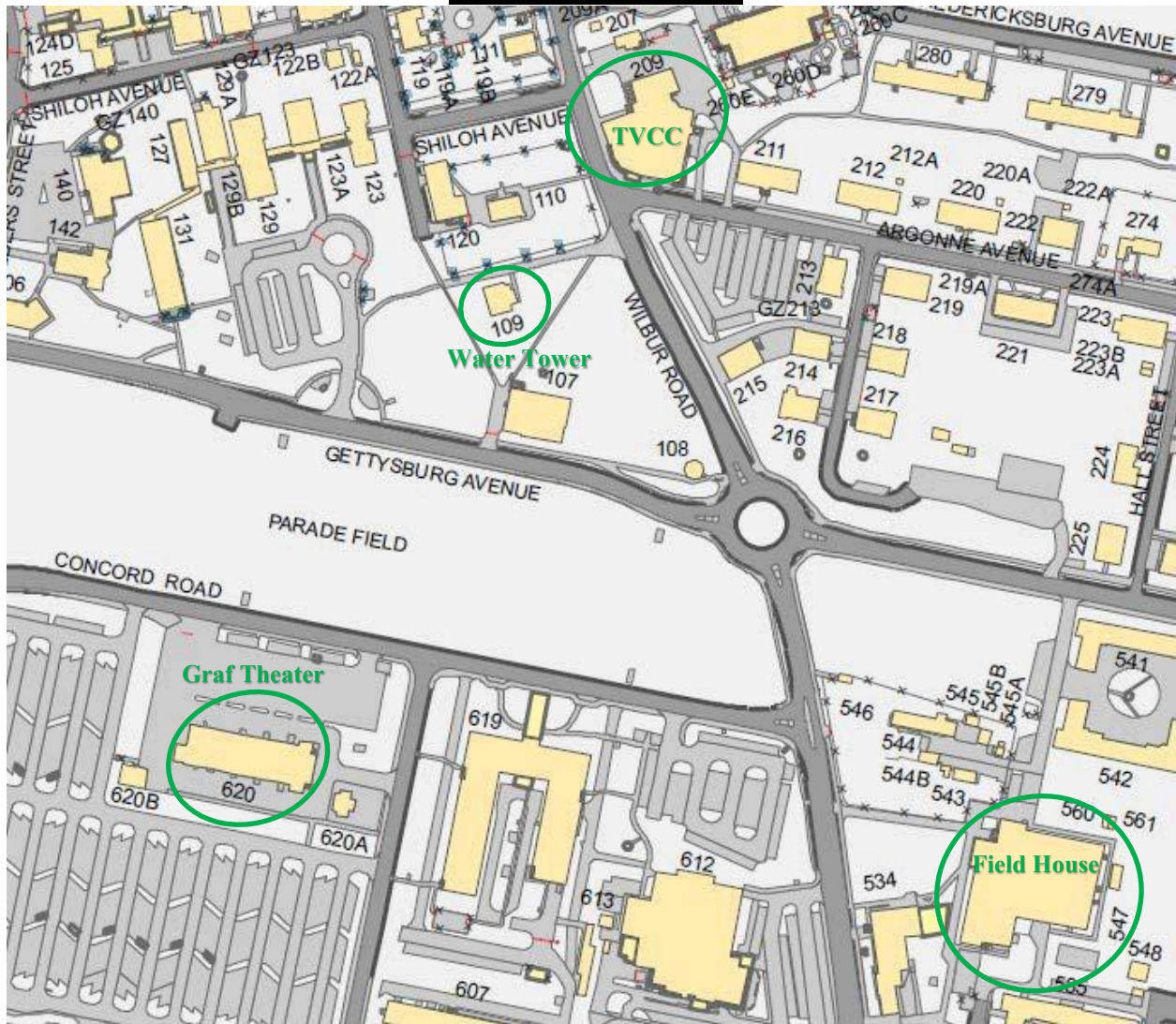
Requestor Signature

Approval Authority

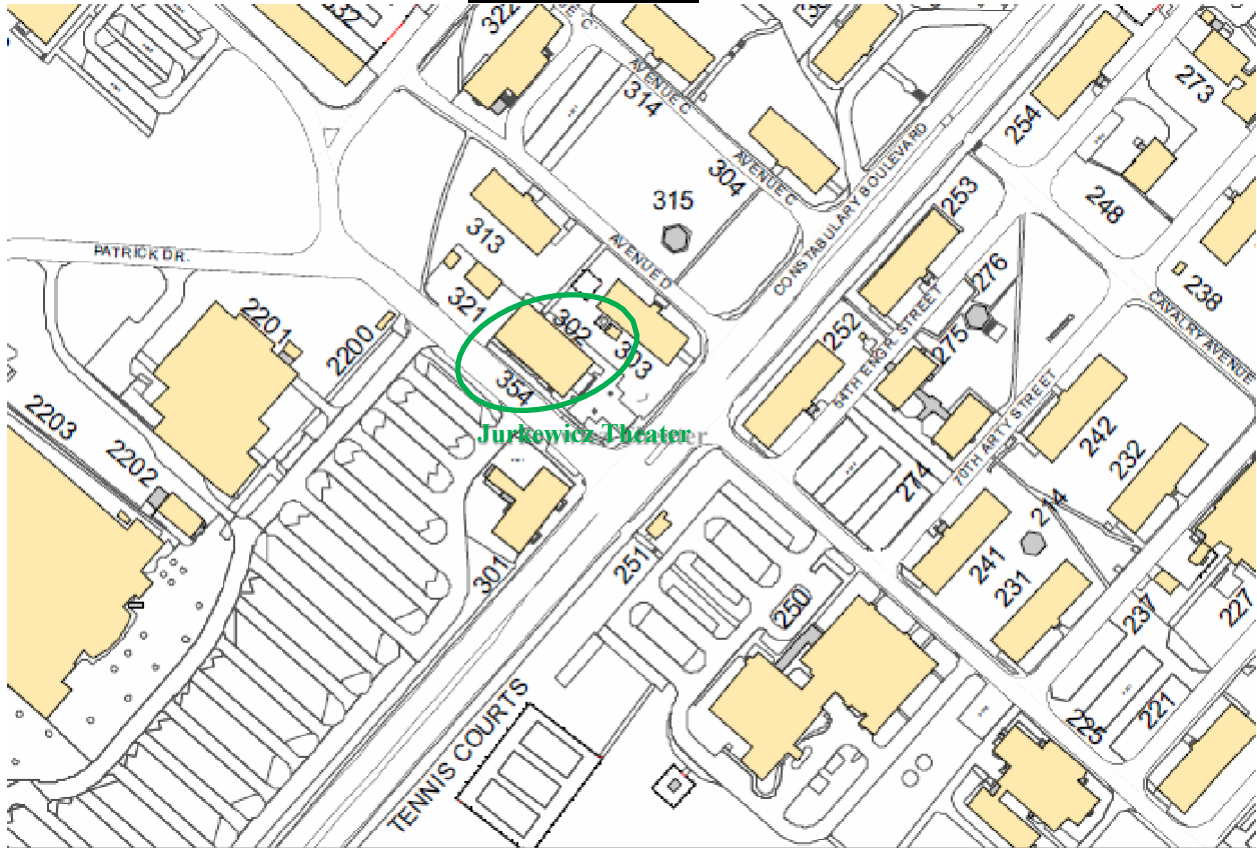
POC: USAG Garmisch at DSN: DSN 440-3509, CIV 08821-440-3509  
[donald.j.smart.civ@mail.mil](mailto:donald.j.smart.civ@mail.mil)



**Grafenwoehr Facilities**

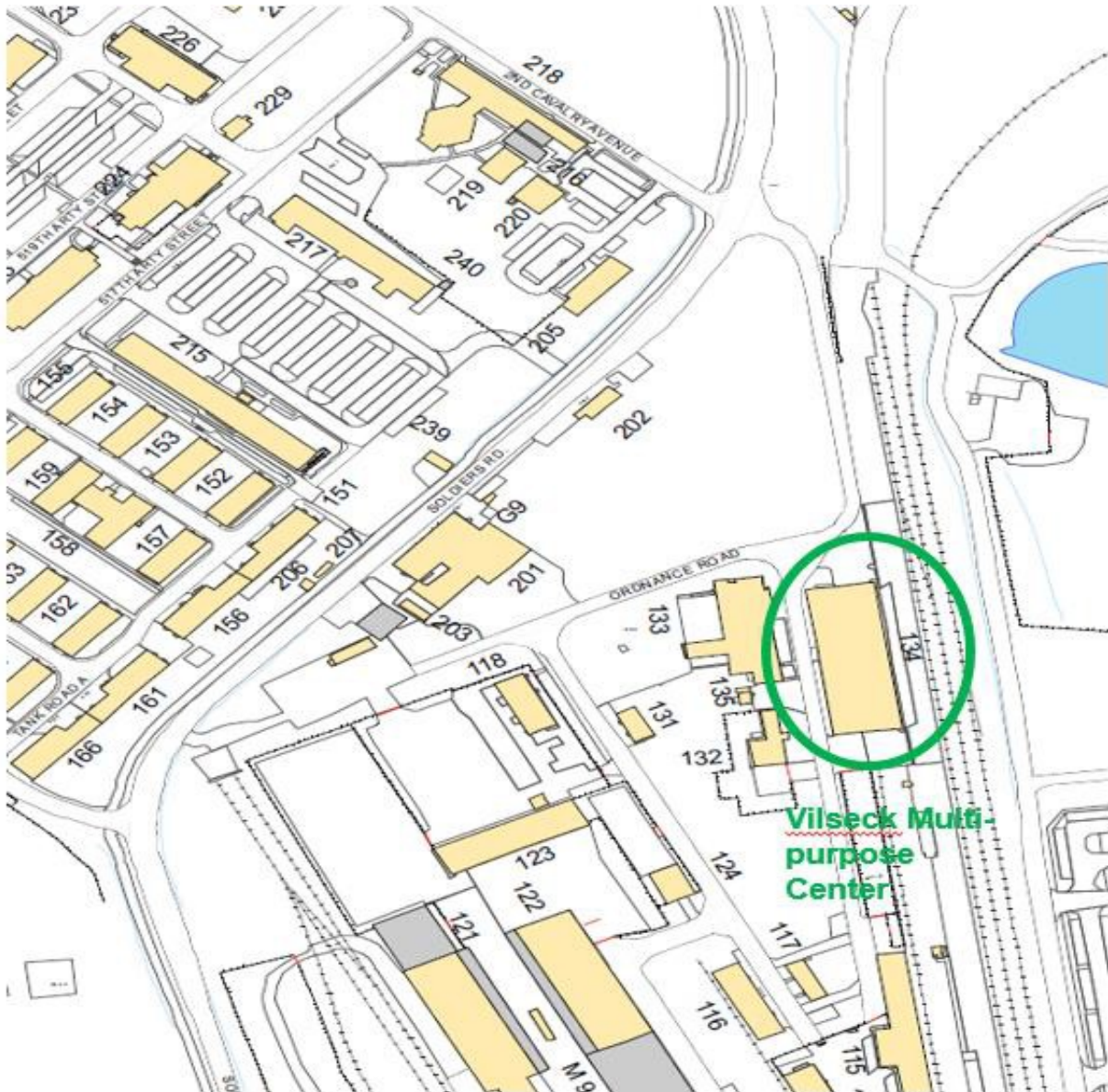


**Vilseck Facilities**

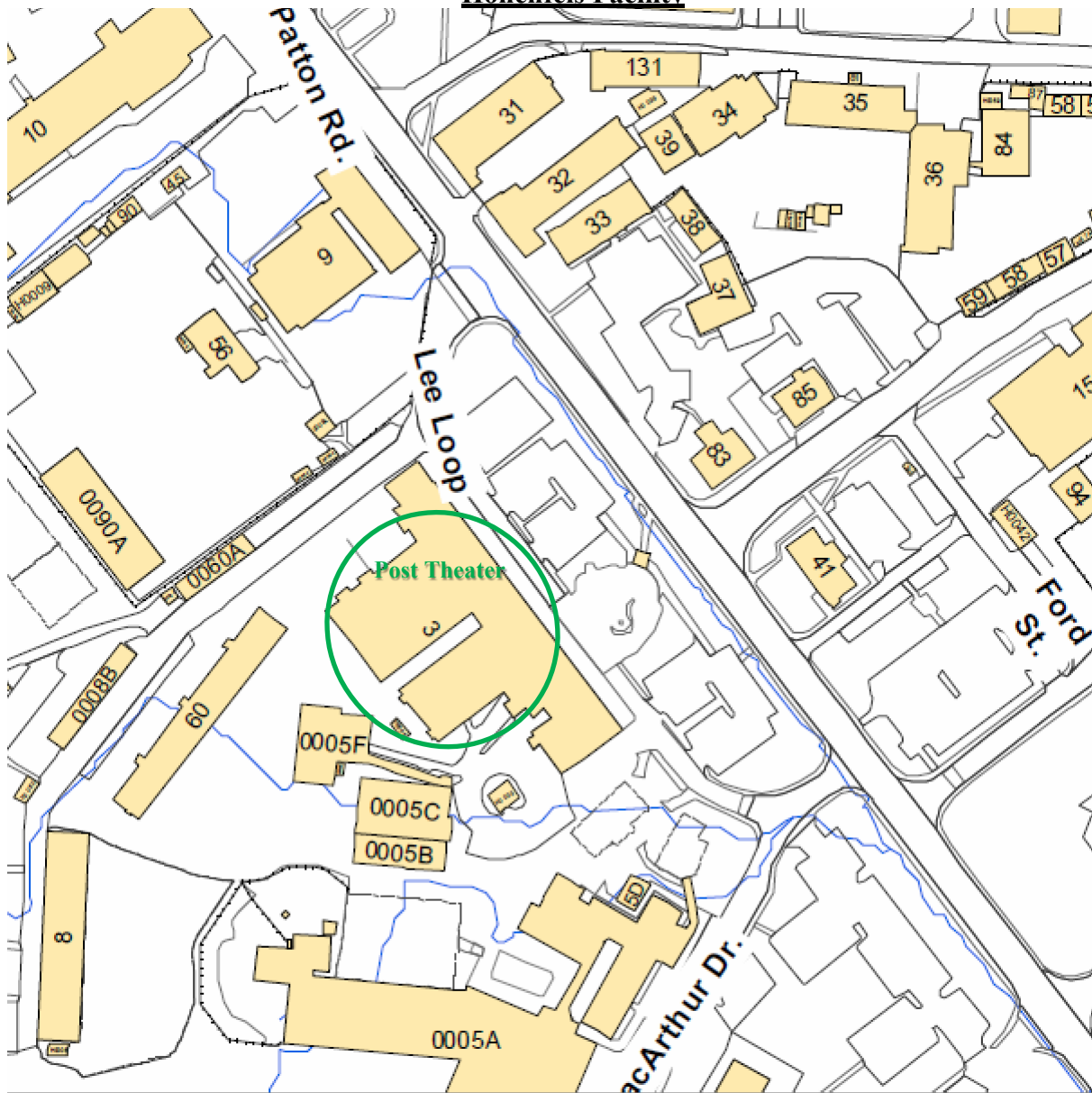




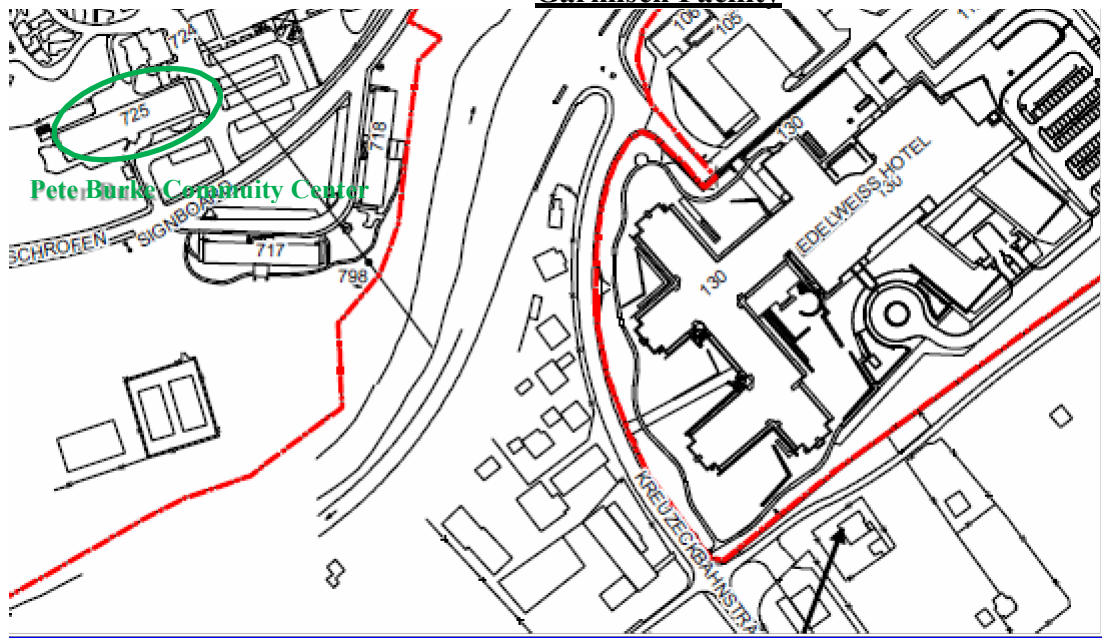
UNCLASSIFIED



## Hohenfels Facility



Garmisch Facility



## UNITED STATES ARMY GARRISON BAVARIA PRIVATE ORGANIZATION (PO) FUNDRAISING REQUEST FORM

### SECTION I. ACKNOWLEDGMENT OF FUNDRAISING PARAMETERS.

#### BY COMPLETING THIS FORM, YOU ACKNOWLEDGE THE FOLLOWING:

1. The PO must ensure that all fundraising sales are limited to individuals with SOFA status. Money may not be solicited or accepted from host nation citizens or other individuals not authorized SOFA status or individual logistical support under Army in Europe Regulation 600-700, Identification Cards and Individual Logistical Support.
2. No fundraising may take place in the federal workplace or housing areas. The fundraising must take place in a location designated by the Garrison Commander as an approved fundraising site. The PO must obtain approval from a representative of the proposed fundraising site before initiating fundraising activities. No fundraising may take place outside the installation.
3. No alcohol may be sold or distributed during PO fundraisers.
4. All POs must have previously requested permission from the Garrison Commander to operate on the Army Installation and the Garrison Commander must have approved the PO's request to operate on the Army Installation prior to submitting this request.
5. The Garrison Commander or authorized representative must grant permission to fundraise prior to the event.
6. The Garrison Commander may revoke permission to operate at anytime.
7. Fundraising Request must be returned to Ms. Melanie Presley no later than **twenty-eight (28)** days before scheduled event.
8. This form must be displayed at the fundraising site throughout the fundraising event.

BY SUBMITTING THIS FORM I AM ACKNOWLEDGING THE  
ABOVE PROVISIONS AND WILL ENSURE THEY ARE FOLLOWED.      Signature

### SECTION II. PO FUNDRAISING SPECIFICS

Return form to Ms. Melanie Presley at [USARMY USAG Bavaria IMCOM FMWRC List PO FRG](#) or Bldg 539, Room 140

Name of PO		Expiration Date of Approval to Operate
Fundraiser Type	Date/Time of Fundraiser	Location
Description of Fundraiser (Be Specific)	YES	NO
Facility Coordination		
PO POC Name	Phone #	
	E-Mail	
Signature		Date

### SECTION III. LEGAL REVIEW.

I have reviewed the above fundraising request.      I have no legal objections.      I object for the following reasons:

Signature      Date

Name/Position

### SECTION IV. GARRISON COMMANDER/AUTHORIZED REPRESENTATIVE DECISION

FUNDRAISING EVENT IS:	Approved	Disapproved	After Action Report Due No Later Than:
Signature			
Name/Position			Date signed

**HOT WORK/OPEN FLAME PERMIT (Schweissgenehmigung)**

Building # (Gebäude #)	Location Description (Kaserne/Liegenschaft)	Start date/time (Anfang tag/uhrzeit)	Finish date/time (Ende tag/uhrzeit)	Issue date (antragsdatum)	Permit # (Genehmigungsnummer)

**Type of Operation:** Art der Arbeit

- ☐ Tar Pot Operation                      ☐ Cutting Operation  
 Teerkesselbetrieb                      Trennen  
☐ Camp Fire, Bonfire                      ☐ Welding, Soldering, Brazing  
 Lagerfeuer                      Schweissen, Loeten  
  
☐ Other Sonstiges \_\_\_\_\_

**Description of Work****Beschreibung der durchzufuehrenden Arbeit:**


---

**Requirements zu Beachten !**

- ☒ Shield/Remove all combustibile and/or flammable materials  
 Entfernung oder Abdeckung aller brennbaren Materialien in der Umgebung  
☒ Emergency Numbers Posted  
 NOTRUFNUMMERN bereit halten  
☒ Proper Size and Type Fire Extinguisher  
 Feuerloescher / Loeschdecke bereithalten  
☒ Fire Watch for 1 Hour After Operation

**Kontrolle der Arbeitsstaette 1 Stunde nach Beendigung der Arbeit**

- ☒ No smoking in any Buildings  
 Rauchverbot in allen Gebaeuden  
☒ Wet Down when necessary  
 Benetzen des Arbeitsbereichs wenn noetig  
☒ Check Confined Space  
 Ueberpruefung von Hohlräumen, Schächten und Kanälen  
☒ Protect or Disconnect Fire Alarm Zone during work  
 Abdecken bzw Abschalten der Brandmeldeanlage  
☒ Notification of completion to Fire Control Operator Time Notified: \_\_\_\_\_  
 Meldung an das Fire Control Center nach Ueberpruefung  
 (1 Stunde nach Arbeitsende)

☐ Other \_\_\_\_\_**Permit Issued To: Genehmigung erteilt fuer:**

Name \_\_\_\_\_ Address ☐ Phone No. \_\_\_\_\_

<b>Requestor Signature Antragsteller</b>	<b>Fire Control Operator/Fire Chief</b>
EMERGENCY Phone Numbers:	

08821-750117 Garmisch Civilian or DSN 117 NOTRUFNUMMER **DIE GENEHMIGUNG MUSS AND DER ARBEITSSTAETTE AUSAENGE ANTRAGSTELLER IST VERANTWORTLICH FUER DIE EINHALTUNG DER BRANDSCHUTZ- UND SICHERHEITSBESTIMMUNGEN UND HAFTET FUER BRAENDE ELLE UND DEREN FOLGEN.**