



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE VA 23801-1506

REPLY TO  
ATTENTION OF:

IMLE-ZA

AUG 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family and Morale, Welfare and Recreation (FMWR) Activities Guest Policy

1. References:

- a. AR 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.
- b. AR 608-10, Child Development Services, 11 May 2017.
- c. AFI 36-3026\_IPV1 Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, 4 August 2017.

2. Background: This policy establishes patronage and bona fide guest eligibility for Fort Lee FMWR facilities.

3. Policy:

a. Scope: This policy applies to all authorized FMWR patrons and their bona fide guests. A bona fide guest, for purposes of this policy, is defined as a houseguest, or a person whose presence is in response to an invitation for a specific occasion and for whom the host is willing to assume responsibility.

b. General:

(1) Patron eligibility is determined by AR 215-1, Table 7-1, and AR 608-10, for CVS activities. Eligible patrons include Active Duty, Retirees, DoD Civilians (APF/NAF) and Family Members.

(2) Family members are defined as spouses and dependent children (16-23 years of age). Those dependents 21-23 years old must be living at home as full-time students. Dependents older than 23 are considered guests and must follow the Guest Policy.

(3) Authorized FMWR patrons granted access to FMWR facilities are authorized to bring guests in accordance with this policy.

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(4) Bona fide guests must be accompanied by the sponsoring authorized patron while participating in FMWR activities.

(5) Bona fide guests are authorized to purchase items incidental to participation i.e., golf balls, tees, and consume food and beverages while on the premises. Golf clubs are not considered to be an incidental item.

(6) Patronage and guest rules to include codes of conduct will be posted within each FMWR facility and are easily visible to all patrons and guests.

(7) The FMWR activities that cater events will ensure that facilities used for weddings, retirement ceremonies, family reunions and special celebrations, etc., meet Fire Marshall and Safety Codes for building occupancy.

(8) The participants in or spectators at special events and FMWR activities that are open to the local community; i.e., music and theatre productions, sporting events, leagues, tournaments and Special Events (Fourth at the Fort Celebration, Oktoberfest, Run for the Fallen, Butterfly Release and Grand Illumination) are considered guests of FMWR and the installation.

c. Rules/Responsibilities:

(1) The FMWR Director will ensure this policy remains current.

(2) The FMWR Activity Managers will post and enforce the rules and procedures of this policy.

(3) All authorized FMWR patrons and their bona fide guests will adhere to this policy and the rules posted within each FMWR facility, which may include dress codes and appropriate code of conduct.

d. Each authorized patron can sponsor a total of no more than four bona fide guests for FMWR facilities/activities. Exceptions to the total number of authorized guests include:

(1) Cardinal Golf Club: limited to three guests in order to form a team of four.

(2) Installation Fitness Centers: limited to one guest due to space limitations. No guests or volunteers during PT hours.

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(3) FMWR activities open to the community include: Lee Playhouse productions, Special Events (Live at Five, Fourth at the Fort, Run for the Fallen, Butterfly Release, Oktoberfest and Grand Illumination) and catered events (weddings, retirement celebrations, birthdays, official meetings, family reunions, golf outings, etc.). The number of guests during events open to the community are limited to no more than the room or facility can hold as established by the Fire Marshall and Safety Office.

4. As the Garrison Commander, I may suspend, terminate, or deny patronage privileges if it is in the best interest of an FMWR program, the Garrison or the Department of the Army.

5. Questions regarding this policy should be directed to Darrell W. Clay, Director, FMWR, (804) 734-7199.

  
KARIN L. WATSON  
COL, MP  
Commanding

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