



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMO

19 November 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Humphreys Standard Operating Procedures (SOP) for the Humphreys Hub (Building #501)

1. This SOP is effective immediately and will remain in effect until rescinded or superseded. The proponent of this SOP is the Directorate of Plans, Training, Mobilization and Security (DPTMS).
2. Scope: The procedures outlined within this SOP are applicable to all organizations, activities and agencies requesting the use of the Humphreys Hub to hold functions and/or events.
3. Purpose: This SOP is in place to ensure the appropriate and equitable use of the Humphreys Hub.
4. Functions:
 - a. The primary purpose of the Humphreys Hub is to support DPTMS operations. The facility is also available for Humphreys' community events (i.e. birthday parties, FRG meetings coffees, etc.) when there is no DPTMS activity at the facility.
 - b. The Humphreys Hub will not be used for unit training events, no exceptions.
 - c. The Garrison Commander (GC) is the final approving authority for usage and reserves the right to cancel or preempt any scheduled event due to mission requirements. Installation community events designated by the GC take precedence over any scheduled training event.
 - d. To be eligible for use of the Humphreys Hub, Non-Federal Entities (NFE) must have approval to operate on USAG Humphreys.
 - e. Parking is limited. The event holder is responsible for informing their guests of the available parking areas.
5. Reservations:
 - a. The requester is responsible for completing and submitting a reservation form to DPTMS, USAG Humphreys not earlier than ten (10) calendar days but not more than forty-five (45) days in advance of each planned activity/event. No reservation requests are accepted or approved if received within 72-hour window, no exceptions. If an

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approved event occurs on a training holiday or weekend, all approved applicants must coordinate with Hub Coordinator on last duty day of the week for final instructions. The Hub Coordinator is not available to meet with requestor on scheduled day during holidays or weekends.

b. Recurring activities and events are NOT authorized at the Humphreys Hub. An individual reservation form must be submitted for each requested event date and time. Reoccurring activities are defined as any activity or event that requires use of the Humphreys Hub for successive days in a week, or reoccurs weekly, bi-weekly, or monthly.

c. Telephone calls may be made to the Hub Coordinator at 755-2192 daily from 0730-1630 during normal duty hours to check on the availability of the facilities. No reservation is accepted or acknowledged over on the phone until final approval on the applicant's request form by DPTMS. It is the sole responsibility of the requester to follow up with the approving authority.

d. All Humphreys Hub activity reservation forms must be signed and approved by the organization's Commander, Director, or activity sponsor before it is submitted to DPTMS for approval. Completing the building usage reservation form alone, does not constitute approval for an activity.

e. It is the requester's responsibility to request all rooms needed at the time of the reservation. The unit or organization is only authorized usage of the rooms/areas approved at the time of the request.

f. Requesting units and organizations must request all rooms/areas, dates and times required in preparation for an event. This includes dates and time for rehearsals, set-up, inspections of areas, and/or clean-up.

g. Rooms/areas available to be reserved are Rooms 168 (Large Meeting Hall), Room 142 (Community Activity Room), Room 143 (Classroom), and the Deck Area (cannot be reserved by itself but must be accompanied by Room 168 or 142).

6. Rules and Responsibilities:

a. Cooking inside the Humphreys Hub is currently NOT authorized; however, personnel may use the outdoor grills/smokers on the back deck area when properly requested and approved for use. Catered meals are allowed and highly recommended.

b. Food/meals/potluck may be brought into the facility. If catering is being considered, Directorate of Family and Morale, Welfare and Recreation (DFMWR) is the primary provider of this service.

c. When using the deck area, requestor is responsible for providing their own fuel for grills and must clean grills after usage.

d. Alcohol may be served at the Humphreys Hub only if it has been approved as part of the initial facility usage request. Any event where alcohol is consumed must follow guidance in the 8A Blue Book. All requests for events where alcohol will be consumed must have signed Risk Analysis and Acknowledgement of Responsibility signed off and approved by the requesting unit/organization Commander, Director, or sponsoring authority, and approved by DPTMS.

e. No fundraiser/profit generating event is authorized in the Hub facility. No exceptions.

f. Equipment: DPTMS no longer provides any audio/visual equipment or support at the Hub. Users must provide their own equipment/support. Equipment will not be loaned/ removed from the building, no exceptions (tables, chairs, etc.)

g. Humphreys Hub users are responsible for:

(1) The safe and proper conduct of all guests and children.

(2) Ensuring pets are not brought into the facility or allowed on the premises.

(3) Proper use, care, and cleaning of all Humphreys Hub facilities, furnishings and appliances to prevent damage and to maintain proper sanitation standards.

(4) Prohibiting alcohol consumption. The consumption or sale of alcohol is prohibited on the premises of the Humphreys Hub unless prior approval was requested and received in writing from DPTMS through the facility request process.

(5) Ensuring noise and music are kept at a reasonable level.

(6) Ensuring building capacity levels are maintained and not exceeded.

(7) Notifying Fire Services and/or Military Police if an emergency arises.

(8) Notifying DPW at 756-6068 or 0503-356-6068 for any emergency maintenance issue that could cause severe damage to guests and/or the facility.

(9) Ensuring that the scheduled reservation, closing time, and inspection time for the event are met. Inspection time means that all cleaning is completed prior to the time of the scheduled inspection.

(10) Set up, tear down, cleaning, and storage of all folding tables and chairs.

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(11) Returning all permanent furnishings to their original location/arrangement.

(12) Ensuring all windows and doors are closed and secure upon departure.

(13) Ensuring all lights are turned off.

h. It is the responsibility of the requestor to ensure the Humphreys Hub and surrounding areas are free of all trash and debris, to include:

(1) Sweeping and mopping all tile floor surfaces throughout the building, including the restrooms.

(2) Vacuuming all rugs and/or carpets.

(3) Cleaning all debris and fingerprints from all furniture and fixtures.

(4) Cleaning all appliances, sinks, countertops, and cabinets in the bar areas.

(5) Cleaning all sinks, dispensers, toilets, and urinals in the restrooms.

(6) Policing and removing all trash from the Humphreys Hub and grounds. Nothing can be left behind.

7. Suspensions or Restrictions of Privileges.

a. The USAG-Humphreys Garrison Commander has the authority to suspend or restrict the privilege to use the Humphreys Hub for any person or organization that does not follow these established guidelines.

b. All appeals of suspension or restriction of privileges must be made to the USAG Humphreys GC through the Hub Coordinator. The GC is the final authority.

c. Any event where the noise level reaches a point where the MPs are required to respond to a noise complaint may result in the event holder being suspended and/or completely restricted from using the facilities, depending on the severity of the incident.

8. The POC for this memorandum is Mr. Brian Moynihan, Training Support Specialist, DPTMS, USAG-Humphreys at DSN: 315-755-2192 or brian.p.moynihan.civ@army.mil.

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