



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1554**

IMML-ZA

1 March 2019

U.S. ARMY GARRISON WEST POINT POLICY #41

SUBJECT: Conduct of Outdoor Functions on West Point

1. References.

- a. USAG West Point Policy #49 (West Point Access Control Policy), dated 1 March 2016.
- b. Army Directive 2014-05 (Policy and Implementation of Common Access Card Credentialing and Installations Access for Un-cleared Contractors), dated 7 March 2014.
- c. AR 215-1 (Military Morale Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities), dated 24 September 2010.
- d. USMA Regulation 420-3, Chapter 15 (Fire Prevention and Protection), dated 26 October 2016.
- e. AR 210-3 (Nonstandard Activities of the United States Military Academy and West Point Military Reservation, Chapters 6 & 10), dated 7 June 1990.

2. PURPOSE. This policy establishes standard guidelines for scheduling and conduct of managing outdoor functions such as tailgates and/or catered events on West Point.

3. APPLICABILITY. This policy applies to West Point and/or non-West Point individuals or organizations that conduct outdoor functions ("tailgate" events and/or special functions) on West Point involving tentage, catering (use of West Point or off-installation approved caterers) and/or support that may include, but not limited to: use of tentage, non-permanent covering, flooring, grills, tables/chairs, vehicle parking, trash collection, and/or support vehicle delivery. Note: This policy does not apply to nor restrict/limit any functions or special activities held in assigned residential West Point outdoor living spaces, housing areas, religious or community centers, community picnic areas (ie. south dock or housing area picnic areas) and/or within the confines of a West Point organization's assigned building or office space/area.

4. POLICY. Notwithstanding paragraph 3, outdoor functions conducted on the West Point installation involving the use of tentage, equipment and other support for the event

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as defined above will comply with a centralized management process for site assignments. This centralized process is primarily managed by the Directorate of Family, Morale, Welfare and Recreation (DFMWR) throughout the year except during football and DIA and/or DCA (USCC) administered events. The Directorate of Intercollegiate Activity (DIA), in collaboration with DFMWR and DCA will manage this process for all DIA administered events. Each of these agencies will closely coordinate terrain management with the Directorate of Plans, Training, Mobilization and Security (DPTMS) to de-conflict, if necessary, any West Point areas for outdoor functions defined in this policy. Efforts to maintain the integrity of all athletic field playing surfaces for sporting events and physical education classes must be the primary consideration when using these fields for parking, tailgating and activities other than sporting events. All efforts to reduce damage and eliminate hazards are paramount. Risk mitigation must be applied to ensure fields are ready for use the first business day after the event.

a. Scheduling use of Outdoor Function Sites/Areas.

(1) West Point internal organizations.

(a) DFMWR-Outdoor Recreation: Throughout the calendar year, the planning, coordinating, contracting and scheduling of outdoor functions, using DFMWR services, on West Point, is routinely a responsibility of the DFMWR-Outdoor Recreation. Any West Point or non-West Point —authorized to use DFMWR services/support— organization(s) or person(s) intending to host an outdoor function on the West Point installation will communicate directly, and exclusively with DFMWR-Outdoor Recreation (845) 938-0123/2503/3860 or via their website:

<https://westpoint.armymwr.com/programs/outdoor-recreation-equipment-rental-center>.

(b) DIA Administered Events: Annually, IAW Memorandum of Agreement (MOA) between the DIA, Director, Cadet Activities (DCA) and the DFMWR, customers requesting to host football and/or specially designated DIA sporting or administered event tailgates will coordinate their requests directly through the DIA, ATTN: Assistant AD/Ticket Sales and Operations, telephone (845) 938-0516 or go to:

<http://goarmywestpoint.com/index.aspx>; NOTE: Person(s) planning to host an outdoor function (IAW para 3) on West Point during DIA administered events must request approval for this proposed outdoor function directly through the DIA (see para 4a(1)(b) above), NLT seven working days prior to the scheduled athletic event. DIA has exclusive authority to approve or deny the request; DIA will notify DPTMS of approved events and their locations.

(c) Association of Graduates (AOG) and The Thayer Hotel: In order to ensure all agencies have situational awareness and synchronization of their scheduled events, West Point agencies such as the AOG and/or The Thayer Hotel, when scheduling and/or coordinating their own special events, will provide notification to DFMWR-Outdoor Recreation, DPTMS, DES and DPW regarding their upcoming events.

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(d) Directorate of Cadet Activities (DCA): DCA will manage USCC events and make necessary coordination with DFMWR, DIA, DPTMS, DPW and DES regarding plans for upcoming events.

(2) Usage of Non-West Point Rental/Contractor/Food Vendor Companies.

(a) Responsibility:

(1) Customers requesting tents, flooring and/or catered services through DFMWR and DIA must understand that they will contract only with reputable vendors.

(2) Any West Point organization or person(s) directly coordinating with a non-West Point affiliated rental, contractor and/or food vendor company for support of their outdoor function on West Point is responsible for ensuring the rental company complies with this policy regarding land usage, tentage erection/removal (as defined above), installation/removal of temporary flooring, catering of an event and/or other support for a scheduled outdoor function. To ensure all requirements for contracting, land use and notifications have been accomplished, West Point organizations not using DFMWR or DIA support must ensure they contact DPTMS (see paragraph 4a(2)(a)(3) below) prior to agreeing/signing a contract.

(3) Anyone who works or resides on West Point, who does not wish to use DFMWR Outdoor Recreation services, may directly contract with non-West Point rental companies for support of an outdoor function - during a non-DIA administered event on West Point - involving tentage, tables and/or chairs; however, the person(s) must first contact DPTMS (FP Office, at x8859 or x3650), NLT 30 calendar days prior to the event in order to review the date, time and requested location/area on West Point for this proposed outdoor function.

(4) Outdoor functions being requested on West Point Cadet athletic fields (Daly, Target Hill, River Courts and BSF) will be coordinated, in writing, through USCC S3, NLT 14 working days prior to the scheduled event. Once approved by USCC, the agency managing the request (DFMWR or DIA) will contact DFMWR-Outdoor Recreation to coordinate support required and with DES/DPTMS (AT/FP) to notify them of time, location, and vendor information. However, DIA athletic events, DCA events in support of the Corps of Cadets and USMA official (approved under G3 or USAG OPOD) events ie. Graduation will follow established coordination protocols and are not subject to the 14 day restriction.

(b) Communication with non-West Point Rental Companies: DFMWR, DCA and DIA will contract with reputable vendors for support (tentage, tables and/or chairs) of their outdoor functions (ex. tailgates) and will contact these vendor companies to ensure they understand the requirements for tent set-up/tear down and/or any restrictions as outlined in this policy and/or directed by the Garrison Commander. Individuals/organizations not using DFMWR or DIA services must ensure they contact

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DFMWR, DPTMS, PMO and DIA (for athletic sponsored events only), in order to acquire information on approved vendors and to inform them when and where vendors are coming onto the installation for tent set-ups, catering etc...

(c) Site Preparation and Monitoring: DFMWR-Outdoor Recreation, DIA, DCA and West Point organizations/person(s) who are directly coordinating with a non-West Point affiliated rental, contractor and/or food vendor company for support of their outdoor function on West Point is responsible to ensure the vendor is knowledgeable of and responsible for the following:

(1) To ensure site is approved for use by DPTMS (AT/FP Office) or DIA and USCC for use of athletic fields or DFMWR for H-Lot and community athletic fields.

(2) To provide DES dates, locations and vendor names of approved events.

(3) Will communicate with tent/flooring/catering contractors on site usage, limitations, location, restrictions, access control requirements, and Safety Office reporting.

(4) Will monitor contractor compliance of this policy's requirements.

(5) Will inspect for damage to grounds, property and/or West Point facilities and to ensure the outdoor function site is returned to its original condition. Note: for non-athletic administered events, if the area assigned is jointly used as a parking location directed by USMA G3 or DPTMS, then DFMWR/DIA is responsible only for the immediate site where tents and outdoor functions are being held. Payment for damage to the grass resulting from parking cars for an event other than the tailgate/ outside function will be reviewed and managed between DPTMS and USMA G3.

(6) Will report any significant damage or personal injury to the West Point Safety Office immediately (see paragraph 4a(2)(e) below).

(7) Will ensure no site set-up occurs on athletic fields or Cadet athletic fields prior to 1830 hours (MON-THUR) unless authorized by DIA (NCAA athletic fields), USCC (Cadet athletic fields) or DFMWR for H-Lot and community athletic fields.

(8) Will ensure DPW marks any terrain where there are underground pipes/sprinklers whenever tent stakes are to be used. Tent contractors cannot begin inserting stakes until DPW has sufficiently marked the ground showing where stakes are prohibited. Additionally, no trucks or large vehicles are allowed onto seeded areas where there are underground sprinkler systems installed without consulting with DPW Operations or Roads and Grounds prior to access.

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(9) Whenever practicable and where not prohibited/restricted, commercial tents should use weighted supports on any seeded area that has underwater sprinkler systems unless the size of the tent necessitates the use of stakes for structural stability. If using weights vice stakes will cause increased/worsened damage, then stakes should be used. If stakes are used, the host will contact DPW Operations about the site location and allow sufficient time for DPW to thoroughly mark the area where stakes are prohibited.

(d) Liability: During the next normal duty day after an outdoor function, DPW will have their grounds crew check tailgate/outdoor function areas to ensure they were restored to their original condition and that no damage was incurred. DPW will contact DFMWR, DIA, DCA or the individual/agency using the area if they discover areas that need to be addressed or damaged. The host of the event may be liable for damage incurred as a result of negligence and/or non-conformance of this policy.

(e) Reporting: The individual hosting an outdoor event is responsible for notifying the West Point Safety Office of any accident or injury occurring during the event by 1200 hours of the next duty day (Monday through Friday) at 845-938-3717. This includes any injury requiring treatment by a health care professional beyond first aid, or hospitalization overnight either on the day of the event or shortly thereafter, or damage to personal property in which the total dollar value of all damages is at least \$5,000. If the site is coordinated through DFMWR-Outdoor Recreation or DIA, they will ensure the party host is aware of this reporting requirement.

b. West Point Prohibited/Restricted Areas (or as directed by USMA Order).

- (1) Trophy Point and Amphitheater: No tentage requiring stakes-in-the-ground.
- (2) DIA Athletic Fields: Requires DIA prior approval.
- (3) The Plain: Off-Limits.
- (4) Central Post Restricted Area (CPRA): Requires coordination with USCC.
- (5) Cadet Athletic Fields (BSF, River Courts, Daly Field, Target Hill Field): Requires prior approval through USCC, S3 and Department of Physical Education.
- (6) H-Lot Athletic Fields: Requires DMFWR approval.

c. Restrictions and/or Limitations.

- (1) Grills (propane/gas) elevated off the ground are authorized at any approved outdoor function site.

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(2) The use of charcoal is prohibited on all athletic fields and in all general parking area hardstand and seeded areas (except in parking lots A, B, C, D, E, or F, Stewart Road, Clinton Lot hardstand, BSF hardstand or North Clinton Lot).

(a) The use of propane grills is highly recommended.

(b) Hot embers must be extinguished and never be left unattended, especially around vehicles.

(c) Hot embers must be properly disposed of in marked ash cans. The agency managing the outdoor activity is responsible to ensure cans are available.

(d) Tailgate sites will be randomly inspected to ensure compliance.

(3) No open flames ie. bonfires or campfires are permitted at any time.

(4) Commercial Tentage (larger than a 10'x10') requiring set-up on Cadet, Corps Squad or DFMWR athletic fields during the work week must not impact on scheduled Cadet/DFMWR activities and be set up after 1830 hours on Thursdays. Exceptions must be submitted and approved by DFMWR (for DFMWR Outdoor Rec supported events), DPTMS-AT/FP (for non-DFMWR supported events), DCA (for USCC events) and DIA (for DIA administered events).

(5) Tent construction and site preparation shall meet the intent of West Point Regulation 420-03, Chapter 15, Section 1500, 1-14. See attached annex.

(6) Risk Mitigation. Risk Mitigation. Agencies performing services in support of outdoor activities as it applies to this policy are responsible to mitigate any risks associated with meeting the intent of applicable Department of Defense, U.S. Army, and West Point regulations, policies and procedures. Coordinating agencies must be prepared to submit a Deliberate Risk Assessment Worksheet (DD Form 2977) upon request by the Garrison Commander.

(7) Outdoor function times will be defined when requesting a site location. An outdoor function in-conjunction with a DIA administered event will not exceed 8 hours after the end of the event.

(8) All contracted vendors are prohibited from serving drink or food in any disposable glass containers. Vendors must retain control of all glass containers and ensure they are disposed of in appropriate garbage/recycle receptacles.

(9) Broken glass containers on any athletic field (BSF, River Courts, Daly Field, Target Hill Field, H-Lot or any NCAA athletic field) present an extreme safety hazard to youth and cadet athletes who play, train and compete on these fields. Proper disposal of individual glass containers must be strictly adhered to and advertised by

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the agency managing this terrain. Additionally, the agency managing that terrain is responsible to conduct a thorough site survey within 24-hours and ensure all hazards are removed.

d. Enforcement. Violations will be enforced using the concept of Ask-Tell- Make. Tailgaters will be asked to comply with the policy. If non-compliant, told to cease whatever the infraction is and then made to confirm. Conformance can be made by notifying the agency granting them permission to use the area, for action. That agency can make an on the spot correction, issue a warning or, submit the names of both the host and the one(s) creating the infraction to the Garrison Commander by creating an incident summary and submitting it to the Garrison Commander's Office.

5. EXPIRATION: This policy remains in effect until superseded in writing.

6. Point of contact this policy is DPTMS, at (845) 938-0367.

Encl



HARRY C. MARSON V
Colonel, SF
Commanding

ANNEX A

West Point Fire Department Regulation 420-03

Chapter 15, Tents, Canopies and other Membrane Structures

Section 1500 - Temporary and Permanent Tents and Membrane Structures

1500-01: Tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with this section.

1500-02: A certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, are composed of flame-resistant material or treated with a flame retardant in an approved manner IAW NFPA 701 shall be made available upon request of the West Point Fire Department.

1500-03: Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

1500-04: Certification for Commercial Tents. A one-time submission of an affidavit or affirmation shall be submitted to the Fire Chief or dually authorized representative upon request and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

- Names and address of the owners of the tent, canopy or air-supported structure.
- Date the fabric was last treated with flame-resistant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested.

1500-05: Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet from the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

1500-06: Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

1500-07: Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the Fire Chief or dually authorized representative.

1500-08: Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.

1500-09: Portable fire extinguishers shall be provided in accordance with NFPA 10.

1500-10: Heating and cooking equipment that does not produce a flame or grease laden vapors shall be in accordance with this section.

1500-11: Heating or cooling equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified by the manufacturer recommendations and shall be approved by the Fire Chief or dually authorized representative.

1500-12: Cooking and heating equipment shall not be located within 20 feet of exits or combustible materials.

1500-13: Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

1500-14: Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, canopy or membrane structure.