



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

11 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #38 - Romenick Hall Reservations

1. Applicability. This policy applies to Fort A.P. Hill Family and Morale, Welfare and Recreation (FMWR), Romenick Hall facility (Bldg.1327).

2. Proponent. Directorate of Family and Morale, Welfare and Recreation, extension 8207.

3. Reference.

a. Army Regulation (AR) 215-1, Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

b. Fort A.P. Hill Regulation 190-13, Installation Access Regulation, 28 March 2012.

4. Policy.

a. Fort A.P. Hill provides access to this quality facility for qualified guests to use as defined by AR 215-1.

b. In addition to guest eligibility as defined in AR 215-1, Ch 7-1, the following program controls will be enforced:

(1) Eligible patrons will only be allowed to make reservations up to one year in advance. Only in special circumstances such as weddings will exceptions be made.

(2) Only command functions will have priority at this facility; all others will be on a first come first serve basis. Directorates, tenants and guests may call to make reservations at 804-633-8201, or by email at: usarmy.aphill.imcom-atlantic.mbx.romenick-hall.

(3) A valid identification (Active Duty, Retired, or Common Access Card) is required to make a reservation for Romenick Hall. Eligible Guests will only be allowed to sponsor up to 10 guests using the Request for Escorted Access of Visitors to USAG, Fort A.P. Hill as defined in Fort A.P. Hill Regulation 190-13. This memorandum must be returned to the Fort A.P. Hill Police Department either at the time of arrival or prior to the event. If multiple sponsors are in

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the party they may also sponsor up to 10 guests each. All other guests are required to complete DA Form 21, Request for Unescorted Access. Sponsor will be responsible for ensuring the form is completed and returned to the Fort A.P. Hill Access Control Manager at least three weeks before the event. This will ensure sufficient time to complete the National Crime Information Center background checks.

(4) Directorates and tenants using the hall for official business must sign-out Romenick Hall keys using DA Form 5513, Key Issue and Turn In log at the Directorate of Family and Morale, Welfare and Recreation office (Bldg. 145). The point of contact will also receive a Romenick Hall Cleanup sheet to be completed after the meeting/event. If a FMWR attendant is still on duty, they will complete a walkthrough with the point of contact who signed the key out. If after duty hours, a walk thru must be completed the next morning. Failure to return the hall clean may result in a fee. FMWR Food and Beverage are the only ones authorized to use the stove to cook and use the warmer in Romenick Hall. There will be access to use the refrigerator/freezer, ice machine and microwave. When food and beverage cannot support coffee service requests, directorates and tenants will need to provide the coffee machine, filter, and coffee grinds. All dishware and silverware will need to be brought in by the directorates and tenants unless food and beverage is providing the service.

(5) Guests using Romenick Hall must be completely familiar with, adhere to and sign the Romenick Hall Rental Agreement prior to using the facility.

5. Fees.

(a) Directorates and Tenants will not be charged for official business functions held at Romenick Hall.

(b) Active Duty and Reserve units will be charged a fee for both official and unofficial use of Romenick Hall.

(c) Sponsored guests will be charged a rental fee for the use of Romenick Hall.

6. Damages.

(a) Damages not related to fair wear and tear will be the responsibility of the user/renter.

(b) Damages not related to fair wear and tear will be repaired on a reimbursable basis to the Department of Public Works, Fort A.P. Hill.

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7. For more information on reserving Romenick hall, please contact Kris D'Alessandro, Director, F MWR at 804-633-8207.



PETER E. DARGLE
LTC, AR
Commanding

4 Encls

1. Romenick Hall Rental
2. DPTMS Form 21
3. Memo for Escorted
4. Clean-up Sheet

DISTRIBUTION:

A

FAMILY AND MORALE, WELFARE AND RECREATION

USAG FORT A.P. HILL, VA

ROMENICK HALL RENTAL AGREEMENT

This Facilities Rental Agreement ("Agreement"), is entered into on _____, by and between Fort A.P. Hill, Family and MWR, of 14135 Montague Road, Bldg 145, Fort A.P. Hill, Virginia 22427 ("MWR") and _____ ("Renter"). The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

GRANT

Family and MWR, on the dates and times set forth herein, and subject to the terms and conditions of this Agreement, hereby grants to Renter the use Romenick Hall "Facility" for the _____ ("Event") to be held on _____ at _____.

DATE/TIMES OF PERMITTED USE

Access to the Facility for the Event will commence at _____ on the date of the Event and will end at _____. Use of any kitchen appliances or Audio/Visual Equipment is prohibited. MWR reserves the "right of first refusal" for any catering of food or beverage in Romenick Hall for this event. Alcohol is prohibited in the hall unless Family and MWR is providing it, or written permission for beer/wine consumption has been granted by the Garrison Commander.

RENTAL FEE

Renter shall pay to MWR as a rental fee for the use by Renter of the Facility, the sum of **\$250.00/ Day**, plus all other charges to be paid by Renter under this Agreement (the "Rental Fee"). Renter shall deposit the sum of **\$50.00** with Family and MWR upon the execution of this Agreement, which sum shall be applied by MWR to the Rental Fee upon completion of this Agreement. The balance of the Rental Fee shall be paid in full by Renter on the day of the Event.

INDEMNIFICATION

Renter shall indemnify, defend and save harmless DoD, the U.S. Army, Fort A.P. Hill, Fort A.P. Hill Family and MWR, its offices, agents and employees from and against any and all loss, cost (including attorney's fees), damage, expense and liability (including statutory liability and under workers' compensation laws) in connection with claims, judgments', damages, penalties, losses, suits, administrative proceedings arising out of any act or neglect by Renter, its agents, employees, contractors, Renters, invitees, representatives, in, on or about this facility. This indemnity shall survive the termination of this Agreement. Renter hereby releases DoD, the U.S. Army, Fort A.P. Hill, Fort A.P. Hill Family MWR from any and all liability or responsibility to Renter or anyone claiming through or under

CANCELLATION

Renter may cancel this Agreement at any time up to 14 days prior to the Event Date by providing written notice of such election to Family and MWR at no cost to Renter. If Renter shall elect to so cancel this agreement between 13 and 1 day prior to the Event Date, Renter will be charged 50% of the Rental Cost and any expenses incurred in good faith by Family and MWR in preparation for Renter's use of the Facility. For cancellation on the day of the event, Renter will be charged 100% of the Rental Costs and any expenses incurred by Family and MWR.

GOVERNING LAW

This Agreement shall be governed by and constructed in accordance with the laws of the Commonwealth of Virginia. Any legal actions, claims or demands shall be handled by a federal administrative board or federal court that has proper jurisdiction.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Family and MWR
Fort A.P. Hill Military Installation

By: _____

Family and MWR: RENTER

(Name printed) _____

(Signature) _____

Date: _____

MEMORANDUM FOR COMMANDER, U.S. ARMY GARRISON, FORT A.P. HILL

SUBJECT: Request for Escorted Access of Visitors to USAG, Fort A.P. Hill

1. Army Regulation (AR)190-13, "The Army Physical Security Program," stipulates that: "Non-DOD affiliated personnel will be escorted while on the installation, as determined by local policy." The escort requirement is mandated for the duration of the individual's visit period. During an escorted visit, the escort will maintain verbal, physical and visual control of the visitor(s) at all times (unless waived by APH Regulation 190-13), and will visit only authorized sites. In Accordance With (IAW) AR 190-13, the following organization/individual requests permission to escort individuals, without determination of fitness, onto the grounds of U.S. Army Garrison, Fort A.P. Hill:

(Organization/Individual)

2. Escorts. Escort will be provided by the following authorized individual(s) who, IAW AR 190-13 and FAPH Regulation 190-13, are uniformed service members or Department of Defense (DoD) civilian employees with valid DoD identification (listed in AR 190-13, para 8-4a(2)) in their possession (print legibly):

(Escort Names) (Escort Names)

3. Visitors. The following visitor(s) have been identified to Department of the Army Civilian Police (DACP) personnel, will have valid photographic identification in their possession at all times while on the installation, and will present this identification to DACP personnel upon request (print legibly):

(Name) (Organization)

4. Dates, Times, Locations and Purpose: The date, time, location and purpose of this escorted visit request are as follows:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
(Dates)	(Times) (Locations)	(Purpose)	

5. The undersigned accepts responsibility for the accuracy of the information in this request for escorted access to USAG, Fort A.P. Hill, and acknowledges that failure to maintain positive control of escorted visitors will result in the loss of escorted access privileges and may be punishable by fine or imprisonment under the Uniform Code of Military Justice (UCMJ) or 18 USC 1382.

6. Point of Contact for this request is the undersigned at the following valid telephone number and email address: _____/_____.

Signature: _____
Printed Name: _____

FOR OFFICIAL USE ONLY

Checklist for Cleaning Romenick

Address: Bldg 1327



Please check off each item as completed on the left and initial off on the right.

	Main Room	
	Ensure bathroom floors are free of debris.	
	Ensure bathroom lights are turned off.	
	Chairs are returned to normal location (If Used)	
	Tables have been cleaned off (If Used).	
	Tables returned to normal location. (If Used).	
	AV Panel power has been turned off. (If Used).	
	Floor has been dry mopped and clean of debris.	
	Remove any trash to outside dumpster.	
	If thermostat was changed, please set back to 76 Summer, and 70 Winter.	
	Kitchen Area	
	Floor is dry mopped and cleaned of debris.	
	Fridge is completely empty and clean of any spills.	
	Trash is taken out to the dumpster.	
	Outside kitchen door is locked.	
	Lights are turned off.	
	Outside Area	

	Cigarette butts are picked up and trays are emptied into the trash cans.	
	Any lose debris is picked up and thrown away.	
	A 360 degree perimeter check of the building doors being locked is done.	

I have read the checklist and have completed all required items listed above.

Name & Directorate

I have checked the building and it is ready to be returned back to DFMWR.

DFMWR Patron