

Must Read Before Making A Reservation!!

Steinbock Grove Policy:

Memorandum

Subject: POLICY LETTER FOR STEINBOCK GROVE RECREATION AREA

From: MWR Director

To: All Baltimore area Coast Guard Commands

Date: 03 January 2006

Reply to Attn. of: MWR MSD-152, John Earles, 410-636-3226

1. The purpose of this memorandum is to advise members of the Coast Guard Yard community of the policies and procedures for the operation and use of Steinbock Grove Recreation Areas.
2. Use of the Steinbock Grove Recreation Area is primarily for the benefit of active duty and retired military personnel and their family members, Reserve Component personnel, Coast Guard civilians and contractors employed at this installation.
3. Private organizations that want to use Steinbock Grove Recreation Area facilities must be sponsored by a person in one of the categories listed in paragraph 2 above. Fees associated with their use of the Facilities will be in accordance with paragraph 10.
4. The administration, management and reservation procedures of Steinbock Grove facilities are the Responsibilities of the Morale Well-Being Division, Columbus Recreation Center Office, building 143, (410) 636-7373. The following facilities comprise the recreation area:
 - a. Outdoor Picnic Pavilions (reservations accepted for 1 April through 15 October). Two covered pavilions with picnic tables, barbecue grills, volleyball court, horseshoe pits, Children's playground, and Softball field.
 - b. Electricity is available.
5. Reservation procedures are as follows:
 - a. Reservation information for picnic sites and the cottage may be obtained by contacting the Columbus Recreation Center, (410) 636-7373. Reservations may be made in person or by telephone.
 - b. Cancellations. In case of inclement weather, the sponsor must contact the duty watch stander on the day of the event or the first business day after the weekend to schedule an alternate date. The alternate date must be within guidelines consistent with the reservations procedures listed in paragraph 7d.

Although an alternate date may be reserved at no additional cost, inclement weather related refunds will not be granted. Individuals canceling a reservation at least 30 days prior to event will receive a refund; thereafter, refunds will be made only if the area is re-booked. All cancellations must be made in writing. A \$ 20.00 administrative fee will be charged for all cancellations.

- c. The sponsor reserving the facility must be continually present and is responsible for the proper conduct of the group, their compliance with all rules and regulations, and any damage to government equipment or property.
- d. Reservations will be accepted:
 - (1) Eight months in advance of desired date for Coast Guard Baltimore area Commands official military unit functions, in writing confirming that the event meets the requirement of the eight-month reservation policy. Such verification is needed for all official events.
 - (2) Seven months in advance of desired date for Coast Guard organizations, i.e.: CWOA, CPOA, CG Officers Association and CG or DOD Veterans organizations. Agency heads will verify in writing prior to confirmation that the event is an organizational unit function.
 - (3) Six months in advance of desired date for personal social functions of active duty Military and Reserve Component personnel assigned and stationed at Coast Guard Baltimore area Commands.
 - (4) Five months in advance of desired date for personal social functions of all other active duty, Reserve Component personnel, and retired military personnel.
 - (5) Four months in advance of desired date for personal social functions of Coast Guard civilians and contractors employed Coast Guard Baltimore area commands
 - (6) Two months in advance of desired date for non-DOD social functions which are sponsored by a person listed in paragraph 2 above.
- e. Reservations will be accepted from authorized individuals (as indicated in paragraph 2), and the spouses of active duty, Reserve Component, and retired military personnel. Spouses of Coast Guard civilians are not authorized to make reservations. Coast Guard personnel will not be permitted to make reservation for non-Coast Guard Baltimore area Command groups to avoid paying the appropriate fees. Sponsors found in violation of this policy will be required to pay the full amount and will lose future reservation privileges.

f. Patrons will not be allowed to make changes in the check-in or check-out schedule within two weeks of their reservation date.

6. Hours of operation:

a. Steinbock Grove: 1 April through 15 October.

(1) Check – in time will be by appointment 0800-1100.

(2) Check – out time during the months of April, May and October will be by appointment 1630-1900.

(3) Check-out time during the months of June – September will be by appointment 1800-2030.

b. Steinbock Grove:

(1) For reservation purposes all areas will be closed 16 October through 31 March. There will be no restroom facilities available during this time period.

(2) Playground and all other public areas: The playground will be open for walk on use from 0800-sunset, seven days a week.

7. Rules:

a. Use of the Steinbock Grove Recreation Area will be in accordance with the following policies:

(1) Check-in/out time for all facilities will be scheduled at the time reservations are made.

(2) The sponsor of reserved facilities must be present at the time of check-in, check-out and all times between.

(3) It will be the users' responsibility to remove all trash and place it in strategically located trash dumpsters.

(4) There will be no pets allowed in Steinbock Grove.

(5) Picnic tables will not be moved.

(6) Use of audio equipment is authorized but patrons will use discretion when establishing volume levels, particularly during duty and late evening hours. Failure to maintain reasonable volume levels may result in termination of the function. Live bands and Disk jockeys may be used in pavilions.

(9) Repair of damages to facilities and equipment's the responsibility of the sponsor. The sponsor may be assessed a charge commensurate

with damaged property is determined to be unserviceable or damaged due to negligence and/or abuse.

- (10) Decorating the facilities is authorized; however, the sponsor will not use staples or scotch tape. Only thumb tacks are permitted and must be removed at the conclusion of the event.
- (11) The Yard Officer of the Day (OOD) may make a physical check of all reserved social functions in progress at Steinbock Grove. The OOD, as a representative of the Commander Officer, has the authority to close down functions determined to be in violation of the provisions of this policy memorandum.
- (12) An outdoor Recreation staff member will meet sponsors of reserved facilities at the designated check-in and check-out times.
- (13) **Alcoholic Beverages:** Consumption of alcoholic beverages is permitted in the Steinbock Grove (beer and wine only) by persons 21 years of age and older. Alcoholic beverages may be brought in by an individual or activity for consumption at private parties provided there is no charge at the function. All sales of alcoholic beverages, pay-as-you-go bars, must be conducted by the Dry-Dock Club in their capacity as caterers.

8. ALL Outdoor Facilities:

- (1) All outdoor facilities are closed for reservation purposes during the time period of 15 October through 1 April.
- (2) During the months of April and October Check-in and check-out times will be scheduled in advance and appointments must take place 0800-1030 and 1800-2030 respectively.
- (3) During the months of May-September check-in and check-out times will be scheduled in advance and appointments must take place 0800-1030 and 1800-2030 respectively.
- (4) The use of ponies for the purpose pony rides is permitted in reserved areas Only. However, all products generated, as a result of the participation in this activity must be removed prior to check-out.
- (5) All grills must be cleaned and ashes placed in marked ash receptacles at the conclusion of each function.
- (6) Walk on use of picnic pavilions will be prohibited.
- (7) Prior to vacating pavilions, the responsible individual will ensure that all duties as listed DPCA Form 18 are completed.

(8) Parking on seeded or grass are is not authorized. Approval for any exempted vehicles, i.e. catering trucks, must be obtained from the Columbus Recreation Center Office, building 143, in advanced. Approval will be given one day in advance and on Fridays prior to weekend activities. The parking permit will be considered invalid if it has been raining the evening prior to and/or on the patron's scheduled day of event.

(9) Prior to vacating the grounds, the area will be policed to include cleaning of grills and placing all trash in dumpster.

(10) Glass containers are not permitted in the Steinbock Grove picnic areas.

9. Recreation equipment is available at Outdoor Recreation Checkitout, building 143, for a minimal daily fee. Patrons reserving picnic areas are encouraged to pickup equipment prior to 1200 on the day of event or Friday prior to weekend date to ensure availability.

10. Service Charge. All service charges will be paid on the day that the reservation is made at the Columbus Recreation Center Office. Checks will be made payable to the CG Yard MWR; user fees are as follows:

a. Steinbock Grove - \$75.00

b. Cancellation Fee - \$20.00 (see paragraph 7b).

c. DEPOSITS: There will be a \$100.00 deposits associated with the reservation. Deposits **MAY** be refunded if the following requirements are met.

(1) The process for receipt and return of deposits associated with reserved facilities is as follows:

(a) The sponsor will pay a \$100.00 deposit in the form of check or money order on the date of the sponsored event. Payment will be due at the time the in-processing inspection is completed.

(b) Is all duties as listed on DPCA Form 10 and /or 10a have been completed; checks or money orders will be returned to the sponsoring individual. Deposits will be returned to sponsors only.