



USCG YARD



FACILITIES GUIDE

G. A. LESHER
Commanding Officer



TABLE OF CONTENTS

<u>YARD PROCEDURES MANUAL.....</u>	<u>pg.3</u>
<u>ATHLETIC, RECREATION FACILITIES AND AREAS.....</u>	<u>pg.4</u>
<u>COLUMBUS RECREATION CENTER REGULATIONS AND</u>	
<u>STANDARD.....</u>	<u>pg.6</u>
<u>SWIMMING POOL REGULATIONS AND STANDARDS.....</u>	<u>pg.11</u>
<u>ARCHERY RANGE.....</u>	<u>pg.15</u>
<u>GUESTACCOMMODATIONS.....</u>	<u>pg.20</u>
<u>STEINBOCK GROVE.....</u>	<u>pg.23</u>
<u>DRYDOCK CLUB.....</u>	<u>pg.28</u>
<u>ALCOHOL POLICY.....</u>	<u>pg.29</u>
<u>IMPORTANT PHONE NUMBERS</u>	<u>pg.31</u>



YARD PROCEDURES MANUAL

1. **PURPOSE.** This procedure provides information and requirements concerning the availability and use of Yard Morale, Well-being and Recreation (MWR) facilities.
2. **DIRECTIVES AFFECTED.** Yard procedure 1710.3D is hereby superseded and cancelled.
3. **DISCUSSION.** The recreational facilities at the Yard are provided for and available to the following personnel:
 - a. Active duty military (Coast Guard, Navy, Air force, Army & Marines) personnel and their dependents.
 - b. Retired military personnel and their dependents.
 - c. U.S. Public Health Service (USPHS) personnel attached to or serving at the Yard and their dependents.
 - d. Selected Reserve “Red Card Reservist” in good standing and their dependents while in a drill status.
 - e. Coast Guard civilian personnel and their dependents (in accordance with reference (a)).
 - f. Other groups (non-profit organizations) can use the facilities only when specifically authorized in writing by the Commanding Officer.
4. **ACTION.** Personnel participating in activities or using the facilities shall comply with all posted rules and regulations or those written instructions provided by the Chief of MWR.



ATHLETIC, RECREATION FACILITIES AND AREAS

1. Facilities:

- a. Columbus Recreation Center & Swimming Pool – Bldg. 143.
- b. Basketball Court - outside, lighted.
- c. Tennis Court – lighted.
- d. Softball Fields
- e. Archery Range
- f. RV Storage Lot
- g. Guest Housing Rentals
- h. Steinbock Gove Area Picnic Area, Barbecue grills
- i. Numerous pieces of sporting & other rental equipment are available and may be checked out through the MWR office at the Columbus Recreation Center.

2. Policy

- a. Those facilities listed above are available to all organized military and civilian groups at the Yard on a reservation basis. A group is defined as a family or commonly united assemblage exceeding 25 persons or more. Use of any facility by lesser number will be on a first come first serve basis.
- b. Any person attire for athletic activity is prohibited from traversing the Yard or its buildings except when proceeding on a direct route to and from the recreation area concerned with no intermediate stops.
- c. Yard work areas, buildings, storage areas etc., adjacent to or near recreational facilities are **off limits** and shall not be entered or disturbed.
- d. Consumption of liquor aboard the Yard, other than Berry Hall, UPH, Guest Housing and the Drydock Club is forbidden. The serving and consumption of beer is permitted only in the picnic area and ball fields when specifically authorized as part of the bona fide reservation.
- e. Only paved roads and parking areas are approved for vehicle parking. Parking or driving on grass areas is prohibited unless authorized by the Commanding Officer of the Yard. Use of Waesche Road which runs in front of the Commanding Officer quarters is restricted. Vehicles may proceed to that area



adjacent to the covered pavilion for off loading and clean up only. Through traffic on Waesche Rd is prohibited.

- f. Supervision shall be provided for each group using the Grove picnic and athletic areas. The sponsor of the group shall be responsible for the conduct and demeanor of individuals in the group and compliance with rules established for use of the area.
- g. Reservation for use of recreational areas shall be made in writing as part of the Facilities Reservation Request Form no earlier than 180 days (6 months) for active duty, 150 days (5 months) for retirees, 90 days (3 months) for civilians in advance of the date desired. The request shall include the following:
 - 1. Identity of requesting group.
 - 2. Area desired.
 - 3. Date and time desired inclusive (no earlier than 1000 and no later than sunset).
 - 4. Brief summary of intended activity.
 - 5. Request for permission to serve beer, if desired.
 - 6. Name of person(s) responsible for cleanup.
 - 7. A statement that rules for the use of the area requested, as contained in this procedure, are understood and shall be complied with.
 - 8. A statement that the sponsor will insure that all Maryland state laws will be followed concerning the use of alcohol.

3. General Rules of Conduct for personnel using MWR Facilities

- a. All personnel using the facility shall wear suitable clothing.
- b. Personnel are expected to conduct themselves in a proper manner at all times, avoid the use of offence language, horseplay, and similar actions.
- c. The MWR officer designates MWR personnel on site as supervisors. Instructions issued by them shall be complied with. Any disagreements shall be taken up the chain of command as follows: During normal working hours – Columbus Recreation Center Manager (Bldg. 143), the Chief MWR, the MWR officer. After hours – Officer of the Day (OOD, Bldg. 33).



- d. Personnel using equipment shall observe posted operating procedures and instructions and shall use all equipment in a safe and contentious manner.

COLUMBUS RECREATION CENTER REGULATIONS

1. General

- a. The Columbus Recreation Center has been established as a health & wellness facility to be used by authorized patrons. The administration, management and reservation procedures of the Columbus Recreation Center are the responsibility of the MWR Branch, Columbus Recreation Center office, Building 143, (410) 636-7494. To ensure that these facilities remain in optimum condition, the following regulation and standards are established.

2. Hours of Operation

Monday – Friday	0600-2100
Weekends and Holidays	1000-2100

Note. There is a \$1.00 charge for guests without proper military I.D. and also for non-employed civilians and reserve not on ADT (three guests per active duty military I.D.).

3. General Regulations

- a. Street clothes and shoes shall be worn only when entering and leaving except as authorized for inspections, all hands meetings and command functions.
- b. Children under the age of 14 not residing on yard must be under direct supervision of an adult.
- c. Personnel using the facility shall wear suitable clothing i.e., gym shoes, shorts, and warm-up suits.
- d. No black soled shoes will be worn on the inside gymnasium and racquet ball court unless authorized.
- e. Alcoholic beverages are prohibited in the facility at all times. No food, soft drink or other beverage shall be brought to or consumed in the facility, except in the lobby and in the pool



deck area. The serving of food and beverage may be authorized for special events with prior permission of the MWR officer or MWR section chief.

- f. No smoking shall be permitted, except in the designated smoking areas outside of the front exit.
- g. Personnel using any equipment shall observe posted operating instructions and procedures, and shall use all equipment in safe and conscientious manner.
- h. There shall be no loitering by personnel not engaged in the use of the facility.
- i. No equipment belonging to the facility shall be removed without proper authorization.
- j. Improper use or abuse of facility equipment will not be tolerated; violators will be prohibited from using the facility as adjudicated under 7c.
- k. Any person wishing to borrow equipment or supplies from this facility shall sign out the equipment with MWR personnel or the Columbus Recreation Center Watchstander. Authorized personnel shall sign out equipment on the equipment reservation form.
- l. Footwear and shirts shall be worn at all times in the facility with the exception of the locker rooms and pool area.
- m. Personnel with wet bathing suits or other dripping wet clothing shall not enter the gymnasium, racquetball court, or weight room.

4. Guest Policy

- a. Guest(s) may be sponsored for use of Yards recreational facilities. All sponsors must present current military or civilian government issued identification when sponsoring a guest. Sponsors shall accompany guests at all times while on Yard Property.
 - 1. Active Duty Military (Navy, Air Force, Army, Marine & Coast Guard) personnel may sponsor three (3) guests. Spouses of Active Duty Personnel may sponsor two (2) guests.
 - 2. Retired Military (Navy, Air Force, Army, Marine & Coast Guard) personnel may sponsor three (3) guests.



Spouses of Retired military personnel may sponsor two (2) guests.

3. Civilian employees (not including contractors) may sponsor two (2) guests.
4. Selected Reserve "Red Card Reservist" while on drill status may ONLY sponsor spouses and dependants.

5. Racquetball Court Regulations and Standards

- a. Tennis or other non-black non – marking rubber soled athletic shoes shall be worn on the court.
- b. Use of eye protection is required and shall be provided.
- c. Reservations are one day in advance and shall be accepted.
 1. Active duty personnel starting at 0600.
 2. All other eligible personnel starting at 0830.
- d. Individuals may not reserve the court more than two times weekly. Actual use is not restricted, only reservation privileges.
- e. A reservation must list all players. This counts as one reservation a week for each player.
- f. Allowing previous players extra time to complete play only takes away from time from your scheduled time frame. Players should be aware of the time and finish their matches on time.
- g. No grace period is allowed for "no-shows". Court time will be made available after the reserve time limit is passed to anyone desiring to play.
- h. Time blocks are limited to one hour. Double blocking is not permitted.

6. Tennis Court Regulations and Standards

- a. Tennis or other non-black non – marking rubber soled athletic shoes shall be worn on the court.
- b. Reservations are one day in advance and shall be accepted by phone.
 1. Active duty personnel starting at 0600.



2. All other eligible personnel starting at 0830.

- c. Use of eye protectors is required and shall be provided.
- d. Individuals may not reserve the court more than two times weekly. Actual use is not restricted, only reservation privileges.
- e. No grace period is allowed for “no-shows”. Court time will be made available after the reserve time limit is passed to anyone desiring to play.
- f. No grace period is allowed for “no-shows”. Court time will be made available after the reserve time limit is passed to anyone desiring to play.
- g. Allowing previous players extra time to complete play only takes away from time from your scheduled time frame. Players should be aware of the time and finish their matches on time.
- h. Time blocks are limited to one hour. Double blocking is not permitted.

7. Weight Room Use Regulation and Standards

- a. Each person using free weights shall have at least one other person monitoring and spotting their lifting.
- b. Personnel using any equipment shall observe posted operating instructions and procedures, and shall use all equipment in a safe conscientious manner.
- c. No equipment of any type shall be removed from the weight room.
- d. Unsafe situations and practices shall be immediately reported to the MWR watchstander.

8. Locker Room Use Policy

- a. Locker rooms are provided for personnel engaged in athletic activity at the Columbus Recreation Center and are for day use only.
- b. No one may use the showers or lockers for any other purposes.
- c. Gear adrift shall be collected by the watchstander and placed in the lost and found bin.
- d. Locks use on lockers must be removed before the facility is secured for the day.



9. Sauna Regulations and Standards

- a. Operating instructions are posted on wall beside door. All persons using the sauna will abide by these instructions.
- b. Use of sauna by one person is allowed only if watchstander is notified when user enters and exits sauna.

10. Columbus Recreation Center Priorities

- a. Priority One – Coast Guard Baltimore area commands.
- b. Priority Two – Cost Guard non-area commands official guests and visitors of the CG Yard.
- c. Priority Three – Visiting military dependents of active duty personnel attached to the Yard residing in Bldg. 33, or visiting dependents of personnel assigned to vessels undergoing repairs at the Yard and DOD active duty personnel.
- d. Priority Four – Other active duty military, retirees and reservists on ADT.
- e. Priority Five – Other groups when specifically authorized in writing by the Commanding Officer or the MWR director.

11. Reserving the Gym

- a. The Columbus Recreation Center gymnasium can be reserved for special events, for command sponsored events it is open seven days a week and for non command sponsored events the gymnasium is open seven days a week from 1600-2100, Saturday from 1000-2100 and Sunday from 1300-2100. In order to reserve the gymnasium the sponsor must comply with the following rules:
 1. The sponsor must fill out the reservation request form with the gym watchstander at the time the watchstander will verify the availability of the event on the reservation system.
 2. The cost for gym reservations are \$12.50 per hour minimum of two hours reserved.
 3. The sponsor will read and sign enclosure 3.



4. The sponsor will ensure that a waiver is completed by all guests if applicable.
5. All reservations will be submitted a minimum of seven days in advance of the event.
6. The sponsor is responsible for the behavior of his or her guests. MWR will provide a copy of the general rules to the sponsor to revenue. Any violation of the rules by anyone in the party may result in the loss of MWR privileges of the sponsor for a period of up to one year.

SWIMMING POOL REGULATIONS AND STANDARDS

1. General Regulations

- a. Lap swim for active duty military and Coast Guard civilian personnel is from 1100-1300 Monday – Friday.
- b. Only clothing purchased as swimwear may be worn in the swimming pool. No cut-offs.
- c. Children under 14 years of age must be accompanied by an adult of 18 years or older for admission to the pool. The adult must remain with the children at all times.
- d. Only persons who can demonstrate their swimming ability to the lifeguard's satisfaction will be permitted in the deep end of the pool.
- e. Any person may be barred from the pool area and/or lose pool privileges at the discretion of the pool operator or lifeguard in charge.
- f. A clean shower shall be taken prior to entering the pool.
- g. Patrons who are living in Fleet Hall or staying at Berry Hall Guest Quarters may proceed to and from the pool in their swimwear.
- h. Patrons from the waterfront area are required to be completely clothed while transiting the industrial area.
- i. A lifeguard will be presented on duty on the deck observing the pool at all times while an individual is in the pool or pool area.
- j. No more than 50 persons are permitted in the pool at one time unless additional lifeguards are provided and on duty.
- k. People using the pool are responsible for safeguarding their own valuables.



- l. Admissions shall be refused to anyone having communicable diseases, wearing bandages, or with skin abrasions, colds, coughs, extremely inflamed eyes, infections, open sores, excessive sunburn, nasal or ear discharges, unless the individual has a release from a physician stating that the problem is contagious to others in the facility.
- m. Running, spitting, spouting of water, blowing of nose etc are strictly prohibited.
- n. No pets of any kind are permitted.
- o. The wearing of diving masks, fins, snorkels or SCUBA gear of any kind is not permitted during the recreational swimming hours.
- p. Non-swimmers and beginners are not allowed in the deep end unless under direct supervision of their swimming instructor.
- q. Smoking or the consumption of food or beverages is permitted in the patio area only. No glass containers of any kind are allowed in the pool area.
- r. The lifeguard has the immediate authority in matters relating to the swimming pool and general pool area. All persons using the pool and its facilities shall obey all verbal orders from the lifeguard. Any person directed by proper authority (Lifeguard, JOOD, OOD, MWR, etc.) to leave the pool area shall do so immediately.
- s. Property damages or other expenses arising from violation of the rules by a member, dependents or guests will be responsibility of the member.
- t. The wading pool is intended for the use of small children. The wading pool shall be under the jurisdiction of the lifeguard on duty, but the responsibility for the safety of the children shall rest with the parents.
- u. The pool will be closed when weather conditions dictate (rain, thunder, lightening). The signal will be five blasts of the lifeguard or pool operators whistle.
- v. The pool will be closed if the water balance parameters are plus or minus .03 pH is not within acceptable levels, the re-circulation or disinfecting systems are not functioning or a condition that may endanger the health and safety of patrons using the pool.
- w. No alcoholic beverages in and around the pool area at all times.



2. Lifeguard Qualifications and personal Conduct

- a. All lifeguards must hold a valid Anne Arundel County Lifeguard License issued by the Department of Inspections and Permits.
- b. The training must include an approved lifeguard training course, CPR for the professional rescuer, basic life-support level B adult and pediatric heart saver.
- c. Lifeguards must exercise good judgment and apply stern but tactful action to ensure the safety and welfare of all pool patrons. Corrective actions to enforce established regulations might include warnings, sit outs, or other similar measures.
- d. The lifeguard will be in a position where full surveillance of all areas of the pool can be obtained.
- e. Lifeguards shall keep physically fit, mentally alert and ready to meet any emergency.
- f. All rules and regulations established for safety and hygiene of the pool apply to all lifeguards.
- g. Frequent walk-around inspections must be conducted to ensure the safety of the areal and maintain alertness of the lifeguard.
- h. The lifeguard must remain in the pool area at all times. If the lifeguard briefly must leave the pool area, another lifeguard must be stationed in the pool area on the deck observing the pool while an individual is in the pool or pool enclosure area. If the assistant gym watchstander or other member of the duty section is a certified lifeguard, then that individual may relieve briefly the lifeguard. All bathers must leave the water until the lifeguard returns.
- i. Reading on duty is not permitted unless there are no swimmers in the water.
- j. Talking to friends for prolonged periods of time is not permitted. Lifeguards should discourage individuals who desire to stay around the watch station.
- k. Constant surveillance of the pool area shall include the bottom area around the drains, ladders, gutters, racing lines and corners.
- l. Lifeguards shall not use abusive language or profanity in the execution of their duties.
- m. Lifeguards shall remain on duty on the deck observing the pool while an individual is in the pool or pool enclosure area until



relieved by another lifeguard. The pool must remain open for swimming use. Leaving without permission may result in disciplinary action or employment termination. A lifeguard who is not relieved may leave provided the MWR chief or the OOD approves the lifeguard's request to leave and the MWR chief or the OOD ensures that the assistant gym watchstander or other members of the duty section that is certified lifeguard assumes full time duties of the lifeguard.

- n. Lifeguard will take a 10 minute break every hour to clear and check the pool.

3. Pool Reservations

- a. The pool may be reserved for pool parties Monday thru Friday between the hours of 1300-1900 and Saturday and Sunday between the hours of 1300-1800. A maximum of two parties per day.
- b. In order to reserve the pool the sponsor must proceed with the following actions:
 - 1. The sponsor must fill out the reservation request form with the gym watchstander at the time the watchstander will verify the availability of the event on the reservation system.
 - 2. The sponsor will read and sign enclosure 3.
 - 3. The sponsor will provide a list of all guests that are not approved MWR customers.
 - 4. The sponsor will ensure that a waiver is completed by all guests if applicable.
 - 5. All reservations will be submitted a minimum of seven days in advance of the event.
 - 6. The sponsor is responsible for the behavior of his or her guests. MWR will provide a copy of the general rules to the sponsor to review. Any violation of the rules by anyone in the party may result in the loss of MWR privileges of the sponsor for a period of up to one year.



ARCHERY RANGE

1. Checking-In

- a. When entering the base with a weapon (a weapon is anything that propels a projectile), everyone must report to security. Check in your weapon at building 144. Security will keep your weapon under lock and key until you are ready to use the archery range. When your weapon is being checked in, it will be check for proper tips on your arrows or bolts. **No Broadheads allowed.** When you are ready to use the range check with security to receive your weapon, you will sign in to the archery log and collect the range house key (Unless already obtained by someone) and a range badge.

2. Transporting a Weapon on Base

- a. All personnel will travel from the Security building directly to the range. No stopping in between. Once you arrive at the archery range you will raise the Bravo Flag which allows others to know you are shooting.

3. Shooting

- a. You will only shoot at approved targets, from approved distances. No shooting outside of marked areas. Only qualified shooters may shoot at the archery range.

4. How to Qualify for Shooting

- a. To qualify to shoot at the CG Yard Archery Range, you must show common knowledge and proficiency of archery equipment. You will have to shoot for a designated qualifier and qualify by shooting three arrows inside of a 6 inch circle at 20 yards. Beginners may go out and practice with a designated qualifier for instruction and practice.



b. Designated Qualifiers

1. LT Isaac Saenz
2. CWO James Gibbons
3. SKCS Shelden Burkle
4. ME1 Corey Cole

5. Closing/Checking Out

- a. The last qualified person shooting at the range is responsible for ensuring the area is clean and everything is put away. Ensure the range house is locked up. You will then travel from the range directly to the Security building. No stopping in between. Inform Security that everything is locked up and secure. Sign out in the Archery log and turn in your range badge.

6. Shooting and Handling Arrows

- a. Never point an arrow at another person or shoot an arrow into the air. Arrows should be pointed down the range toward the target at all times. Shoot an arrow only if you can see the target. If you can't see the exact place where your arrow will hit, the possibility of hitting someone increases.

7. Safety Zones

- a. The safest place at an archery range is behind the shooting line. Staying behind this line at all times will increase an archer's safety and reduce the chance of being hit by an arrow and sustaining major injuries. Paying attention to and following the range captain's rules and announcements is imperative. The captain or his designated official will announce when it is safe to shoot an arrow. After the captain shouts 'clear', shooters can cross the shooting line to retrieve their arrows.

8. Archery Equipment

- a. Inspect your equipment before shooting. Most ranges require it. Checking your bow and string for cracks or abrasions can help prevent injuries. If you are shooting wooden arrows, inspect



them regularly for cracks. If you notice cracks in the wood, break the arrow so no other shooter can use it. Another shooter who shoots a cracked arrow risks painful injury.

9. Retrieving Arrows

- a. Do not run at any time when retrieving arrows from a target. Stand beside a target when pulling an arrow out. Be sure no one is standing near the target. Sometimes arrows must be tugged to get them out of the target, and an arrow can injure nearby people if it slips from your hands during retrieval.

10. Archery Range Rules

- a. No range can guarantee 100% containment of projectiles. The rules of keeping the bow level downrange, finger off the release trigger (if used) until sights are aligned, and being sure of your target and what is beyond shall be religiously followed and enforced.
- b. **THINK, LOOK, and BE SURE** before you release an arrow. Draw bow in a horizontal position. **No sky pulling**. Sky pulling is holding the bow high and pulling back on the arrow while lowering the bow to a shooting position. If the arrow was accidentally released during a sky pull, the arrow could land outside the range endangering other people or property. **LEVEL** bow drawing only!
- c. **NO shooting while under the influence of DRUGS or ALCOHOL. Alcoholic beverages are not allowed at the range.**
- d. Be careful with MATCHES and CIGARETTES while on our range.
- e. **Only qualified personnel can use the range.** To become qualified, you must contact security to obtain the Rules & Regulations, pass the written test, and pass the practical test.
- f. Members and guests must sign a release, waiver and indemnity agreement.
- g. Before the first arrow is shot, personnel **must** raise the Bravo flags to inform other Yard personnel that the range is in use. When the shooting evolution is complete, lower both Bravo



flags. Only when the last arrow has been shot, the range is policed for litter, and shed has been locked up can the flags be lowered. You must lower both Bravo flags to inform the yard personnel the range is secured.

- h. Personnel **must** sign out the shed lock key and the two (2) BRAVO flags. Keys and flags are not to be handed over to anyone. Keys and flags **must** be signed back in.
- i. **Shoot** from the appropriate areas on practice range. NO trick shooting.
- j. NO target shooting with FIREARMS.
- k. Any device that locks a bow at full or partial draw is not allowed at the range.
- l. **Anyone destroying Coast Guard property shall be subject to disciplinary actions.**
- m. Personnel are to wait for all shooters to finish shooting and once the range is clear, a **COLD RANGE** will be called out before shooters are allowed to move forward of the firing line to retrieve their arrows. Once every one has retrieved their arrows and has moved behind the firing line, a **HOT RANGE** will be called out, and shooters will be allowed to shoot one at a time.
- n. Search for LOST ARROWS with extreme caution. If searching for a lost arrow, place your bow in front of the target. **Do not shoot if you observe a bow in front of the target.** If possible, have someone watch for new/approaching shooters on the range. All lost arrows found on the range shall be deposited in the containers provided.
- o. The range captain, as designated by the command, shall call WORK PARTIES. There will be **no** shooting permitted while work is in progress.
- p. Shoot into designated targets on the range area. No random shooting allowed.
- q. Hunting is NOT allowed at the range. **ABSOLUTELY NO SHOOTING OF ANIMALS IS PERMITTED.**
- r. All JUNIOR people (under 18 years of age) must be accompanied by a qualified adult 18 years of age or older.
- s. Any **qualified** person in good standing may bring two (2) visitors to shoot on the range and are responsible for their actions.



- t. Place all litter in receptacles provided. Remember: arrow parts (shafts, vanes, nocks, tips) constitute litter. Don't be a litterbug.
- u. All lost arrows found on the range shall be deposited in containers provided for that purpose.

Report any accidents which occur on Coast Guard property. Notify security **ASAP!** Phone: 410-636-3993.



GUEST ACCOMMODATIONS

1. Priorities

- a. **Priority One** – Coast Guard active duty reporting to or departing from the Baltimore/Washington DC area duty station under PCS orders and DOD military personnel
- b. **Priority Two** – Official guests and visitors of the Yard or any of its tenant commands, dependents and immediate relatives of Coast Guard active duty personnel when necessary due to sudden emergency circumstances requiring their presence
- c. **Priority Three** – Visiting dependents, relatives or guests of personnel attached to the Yard residing in Bldg. 33, or visiting dependents of personnel assigned to vessels undergoing repairs at the Yard.
- d. **Priority Four** – Other active duty military, retirees, reservists in active duty status for reasons other than stated.

2. Maximum Occupancy

	<u>Berry Hall</u>	<u>Guest Housing</u>
Priority One	90 Days	90 days
Priority Two	30 Days	30 days
Priority Three	14 Days	14 Days
Priority Four	7 Days	7 Days

3. Prices

<u>Pay grade</u>	<u>Berry Hall</u>	<u>GH2</u>	<u>GH3</u>
E1-E4	\$45.00	\$57.00	\$62.00
E5-E7	\$49.00	\$64.00	\$69.00
E8-O3	\$55.00	\$73.00	\$79.00
Standard	\$61.00	\$79.00	\$84.00

4. Reservations

- a. All reservations must have a one nights deposit or full amount taken in for the reservation to be valid. Reservations may be cancelled up to 48 hours prior to check in date.



- b. Check in and out – Check in time in 1400 and check out time is 1100.
- c. Failure to check out by 1100 results in the tenants being charge an extra day.
- d. All check- ins are done at the Columbus Recreation Center. In the event of a check in after 2100 the key shall be left with the Yard watch stander, who can be reached at 443-865-7324.

5. Tenant Responsibilities

- a. No pets are allowed to stay in the units at any time.
- b. No smoking is allowed in the units at any time.
- c. Daily cleaning of kitchen area and washing of dishes and pots and pans.
- d. Personal articles of clothing must be picked up and stowed so the housekeeper can perform daily duties.
- e. Remove all food from the refrigerator upon check out.
- f. Any damage to the facility and equipment in the facilities.
- g. Excess trash accumulated.
- h. No loud or excessive noise before 0900 or after 2200.
- i. No unauthorized tenants after 2200.
- j. No weapons or ammunition are permitted on base. Magazine and /or bolts must be removed while on base property. For storage of weapons and ammunition contact Yard Security at 410-636-3993.
- k. Children under the age of 14 may not be left alone and must be supervised at all times.
- l. Bikes, auto, motorcycles, ATVs, or any other motorized vehicle parts are not permitted to be kept in rooms.
- m. Pornographic, inflammatory, offensive or predacious material will not be displayed in the rooms.
- n. Tenants will be held responsible for missing items:

KEY - \$5

Bathroom Towels - \$10

Hand Towels - \$5

Wash Clothes - \$5



6. Services Provided

- a. Housekeeping services are provided Monday- Friday (Holidays excluded). Guests will post the Do Not Disturb sign if services are not required. Housekeeping personnel will visit each room every other days to check the condition of each room. Housekeeping will perform the following:
 1. Vacuum all carpeted areas.
 2. Change bed linen every three days unless specifically request by the tenant.
 3. Provide fresh linen (bath, face, hand towels and shower mats)
 4. Clean bathroom, tub and mirrors.
 5. Sweep and mop bathroom floors.
 6. Dust all horizontal surfaces.



STEINBOCK GROVE

1. Steinbock Grove Recreation area is primarily for the benefit of active duty, retired military personnel and their family members, reserve personnel, coast Guard civilians and contractors employed at the Yard installation.
2. Private organizations that want to use Steinbock Grove Recreation area facilities must be sponsored by a person in one of the categories listed. Fees associated with their use of the facilities will be in accordance with paragraph 10.
3. The administration, management, and reservation procedures of Steinbock Grove Facilities are the responsibilities of the MWR located at the Columbus Recreation Center. The following facilities comprise the recreation are as follows:
 - a. Outdoors picnic pavilions (reservations will be accepted from 1 April through 15 October). Two covered pavilions with picnic tables, BBQ grills, volleyball court, horseshoe pits, children's playground and softball fields.
 - b. Electricity is available only in the pavilions.
4. Reservation procedures are as follows:
 - a. Reservation information for picnic sites must be obtained by contacting the Columbus Recreation Center. Reservations may be made in person or in telephone.
 - b. The sponsor of the reserving the facility must be present at all times and responsible for the proper conduct of the group, their compliance with all rules and regulations and any damage to government equipment or property.
5. Cancellations: In case of inclement weather, the sponsor must contact the Columbus Recreation Center duty watchstander on the day of the event or the first business day after the weekend to schedule an alternate date. There will be a \$20 cancellation fee for any cancelations.



6. Reservations will be accepted upon the conditions listed below:
 - a. Reservations will be accepted from authorized individuals 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 reservations for non-Coast Guard Baltimore are 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.
 - b. Patrons will not be allowed to make changes in the check-in or check-out schedule within two weeks of their reservation date.

7. Hours of operations

- a. Steinbock Grove: 1 April through 15 October
 1. Check in time will be appointed at the Columbus Recreation Center 0800-1100.
 2. Check-out time during the months of April, May and October will be by appointment 1630-1900 at the Columbus Recreation Center.
 3. Check-out time during the months of June-September will be by appointment 1800-2030 at the Columbus Recreation Center.
 4. For administrative purposes, no reservations will be accepted during the closed period. However, MWR welcomes walk-ins
 5. Playground and all other public areas will be open for walk on use from 0800-sunset seven days a week.

8. Rules

- a. The use of the Steinbock Grove Recreation area will be in accordance with the following policies:
 1. Check-in and check-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 and check-out.
3. The user is responsible to remove all trash and place it in the trash dumpster provided.
4. Picnic tables will not be moved.
5. Use of audio equipment is authorized but patrons will use discretion when setting 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 at the pavilions.
6. Repair of damages to facilities and equipment is the responsibility of the sponsor. The sponsor may be assessed a charge for damaged property if the property is determined to be unserviceable or damaged due to negligence and/or abuse.
7. Decorating the facilities is authorized however; all decorations along with securing method must be removed at the conclusion of event.
8. The gym watchstander may make a physical check of all reserved social functions in progress at Steinbock Grove. The Yard CDO, as a representative of the Commanding Officer has the authority to close down the function determined to be in violation of the provisions of this policy.
9. An MWR recreation staff member will meet with the sponsor that reserved the facilities at the designated check-in and check-out times.

b. Alcoholic Beverages

1. The consumptions of alcoholic beverages is permitted in the Steinbock Grove (beer and wine only) by persons 21 years of age and older. All sales of alcoholic beverages, pay-as-you-go bars, must be conducted by the Dry-dock club in their capacity as caterers. Alcoholic beverages may be brought in by an individual or activity for consumption at private parties provided there is no charge at the function. A \$50.00 fee will be assessed to those utilizing outside sources.



9. All Outdoor Facilities

- a. All outdoor facilities are closed for reservation purpose during the time period of 16 October through 31 March.
- b. Check-in and check-out times will be scheduled in advance and appointments must take place 0800-1030 and 1800-2030 respectively.
- c. The use of ponies for the purpose of 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.
- d. All grills must be cleaned at the conclusion of each function.
- e. Walk on use of picnic pavilions will be prohibited.
- f. Prior to vacating the pavilions, the responsible individual will ensure that all duties as listed on the reservation sheet are complete.
- g. Prior to vacating the grounds, the area will be self-policed to include cleaning of the grills and placing all trash in the dumpster.
- h. Glass containers are not permitted in the Steinbock Grove picnic areas.

10. Recreation equipment is available at the Columbus Recreation Center for a minimal daily fee. Patrons using the picnic areas are encouraged to pick up equipment prior to Friday before the weekend date to ensure availability.

11. Service Charge will be paid on the day that the reservation is made at the Columbus Recreation Center. Checks will be made payable to the CG Yard MWR. User fees are as follows:

- a. Active Duty or Reserve Active Duty.....\$80.00
- b. Retired Military.....\$80.00
- c. Coast Guard Civilian and Contractors.....\$80.00

****Cancellation Fee.....\$20.00****



12. Deposits

- a. There will be a \$100.00 deposit associated with the reservation. Deposits **MAY** be refunded if the certain requirements are met. The process for receipt and return of deposits associated with the reserved facilities are as follows. The sponsor will be required to pay a \$100.00 deposit in the form of a check or money order on the date of the sponsor event. When all duties as listed on the reservation sheet have been completed, all full refunds of the deposits will be returned to the sponsor only.



DRYDOCK CLUB

Description: The Dry-dock Club is the Coast Guard Yard's consolidated club. The Dry-dock provides many services to the Coast Guard Yard community, including: lunch service, special events, evening lounge service and holiday specials.

1. Hours of Operation

- a) Lunch is Monday – Friday from 1100-1300
- b) Club hours are Tuesday – Thursday 1600-2300
Friday from 1600-2400



CG YARD ALCOHOL POLICY

1. **PURPOSE.** To establish policy on alcohol awareness and consumption on board the Coast Guard Yard.
2. **ACTION.** Senior civilian employees (General Foreman and above), senior officers and senior enlisted personnel shall become proactive in curtailing loss of human resources due to alcohol related occurrences. All levels of command shall heighten the understanding and awareness level of this serious subject by communicating in clear terms the real cause and effects of alcohol related problems throughout the Coast Guard Yard. Supervisors, both civilian and military, must hold subordinates accountable for their actions.
3. **DIRECTIVES AFFECTED.** YARD Procedure 5350.1 A .
4. **MAJOR CHANGES.** There are no major changes in this policy.
5. **ENVIRONMENT ASPECT AND IMPACT CONSIDERATIONS.**

We as leaders owe our people clear cut guidance on alcohol consumption and the effects intemperate use will cause. There are clear instructions, guidelines, and policy that our people will know their boundaries, specific responsibilities, and associated consequences when those lines are crossed. We all are responsible and accountable for our alcohol use. We cannot over stress the importance of setting an example in handling alcohol. Our commitment to our people and their performance must remain strong. As we steer a preventive course in this policy, we increase mission readiness and create a safer environment for the health and well being of our most valuable resource, our people.

 - a. The policies set forth in this instruction are to provide concise guidance to our civilian and military personnel on the standards of abuse of alcohol.
 - b. Consumption of alcoholic beverages by any Coast Guard Yard civilian or military personnel during the workday or while on duty is prohibited. This prohibition is subject to event specific written



exception when warranted by the nature of the event. Workday event approving authority is the Yard Commanding Officer.

- c. All after hour events, involving the consumption of alcohol, will require approval. The approving authority for after hour's events involving alcohol will be the Chief, MWR Branch.
 - i. The sale of alcoholic beverage at the Dry Dock Club prior to 1600 hours on normal workdays is prohibited. Event specific exception may be granted by the Commanding Officer of the Coast Guard Yard. For purposes of this policy, Berry Hall and all MWR facilities are also subject to the prohibition.
- d. Purchasing alcoholic beverages with morale funds is permitted providing equal or greater amounts of nonalcoholic beverages are purchased.
- e. Alcohol abuse crosses all boundaries, both civilian and military personnel. It is recommended that Alcohol awareness/drug prevention training be held annually. To accomplish this proactive approach in raising alcohol abuse awareness amongst the Coast Guard family. This command will make best use of All Hands Meetings, and other similar gatherings to conduct training. The training should include personnel accountability issues and teach responsible social alcohol consumption and monitoring methods. The use of external resources, such as police, fire departments, Alcoholic Anonymous, SADD, MADD, and DoD resources is highly encouraged.
- f. We must provide better and more useful alternatives to recreational use of alcoholic beverages by creating options that limit and minimizes the use of alcohol. We shall encourage community involvement, continuing education, health promotion activities, and professional/personal growth.
- g. For effective and positive prevention, we must address the alcohol related problems at the lowest possible level. Peer pressure, immaturity, depression, inappropriate relationships and many other factors all play a part in abuse of alcoholic beverages. Holding alcohol abusers accountable is the key prevention. We must confront and notify suspected abusers, assist suspected abusers, document alcohol situations or incidents consistently and accurately, and take appropriate civilian and military personnel action.



IMPORTANT PHONE NUMBERS

ON BASE EMERGENCY - 3000

Barber Shop – 4156
CGMA – 4078
Chaplin – 7715
Clinic – 7506
Dental – 3161
DryDock Club – 7382
Exchange – 4198
Front Gate – 3993
Firehouse – 3789
Galley – 4152
HHG – (410)762-6023
ID card Office – 3763
LSSU – 7354
MAA – 4166
Mail Center - 6333
Mailroom – 1312
SPO – 4095
Station Curtis Bay – 2620
UPH – 4147
Vehicle Decal – 3692
Weight Scale – 6369
Work Life – 3159