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Civil Engineering

OUR HOUSE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication provides guidance and outlines procedures for the use of “Our House,” a unit in Military Family Housing provided for outreach activities of the Family Support Center and aligned agencies.

1. Objective: “Our House” is established to assist in providing outreach programs, activities, and services, primarily targeted at the E-1 through E-5 population to enhance the wellness and sense of community of these military families. It is available for use by Family Support Center personnel, personnel of aligned agencies, to include but not limited to Family Advocacy, Life Skills Support Center, Health and Wellness Center (HAWC), Chapel, and Family Member Support Flight, and all formal/informal groups approved for operating on Dover Air Force Base.

2. Operation:

2.1. “Our House” is available for use by reservations only, to be made in person at the Family Support Center (Building 263) or by phone (use base phonebook or call the operator for telephone listing).

2.2. “Our House” can be used Sunday through Thursday between 0730 and 2200 hours local and Friday and Saturday between 0730 and 2400 hours local time.

2.3. Users of “Our House” must sign a Memorandum of Understanding (**Attachment 1**) at the time the key is picked up from the Family Support Center and abide by the guidelines for use contained therein as well as supplemental guidelines found on the Reservation Request Form (**Attachment 2**) and the “Our House” Checklist (**Attachment 3**).

2.4. Users of “Our House” must obey Parking Guidelines (**Attachment 4**) per the memorandum from the 436th Airlift Wing Ground Safety office dated 1 November 2002.

3. Limitations:

- 3.1. No private, for-profit activities may be carried on in any form during the use of “Our House” by any agency/group/individual.
- 3.2. Aligned agencies noted in paragraph 1. above have highest priority for scheduling use of “Our House.”
- 3.3. “Our House” is not available for individual/family personal use.
- 3.4. No alcohol or tobacco usage is permitted at any time in “Our House” or on the “Our House” property.
- 3.5. Users of “Our House” must adhere to all regulations regarding proper use of Government property.

JOHN I. PRAY, JR., Colonel, USAF
Commander

Attachment 1

MEMORANDUM OF UNDERSTANDING (MOU)

MEMORANDUM OF UNDERSTANDING BETWEEN 436 MSS/DPF AND AUTHORIZED USERS OF "OUR HOUSE" Bldg 1058A
Reservation



Date/Time of Event: _____ Name of Event: _____

Name of Sponsoring Organization: _____

Printed name of Responsible Individual: _____

Work Telephone #: _____ Home Telephone #: _____



1. PURPOSE: The purpose of this Memorandum of Understanding (MOU) is to outline minimum responsibilities of users of the facility. **This MOU to be signed by all users at time of key pick-up.**

2. AUTHORITY: DAFBI 32-1033, and other directives, as required.

3. GENERAL:

a. "Our House" is a community initiative proposed by the Dover AFB Family Support Center to enhance the base sense of community for members in grades E1 – E5 and their families. It will offer active duty members and their families an opportunity to seek information and education, as well as getting to know their neighbors.

b. A single one-story home, Bldg 1058A, has been issued by the Civil Engineer Housing flight and signed for by the Family Support Center. The Family Support Center will be the single focal point for all issues relating to the home and will be the primary building manager.

c. Prior to community events being held at the "Our House" location, the sponsoring agency must first contact the Family Support Center to ensure no other function or agency has the building reserved. Requesting agencies can call (302) 677-6930 to reserve the building for events. **Because this is a community facility, and because many different organizations may use it, agencies should first call the above number to ensure availability prior to advertising their event.**

d. Sponsoring agencies may pick up keys to the facility the day of the event from the Family Support Center front desk. In the event of a weekend activity, arrangements can be made for a Friday pick-up. In addition to keys, a binder with emergency contact information and facility procedures will be issued. All materials must be returned by 0900 hours the following duty day after the sponsored event.

4. RESPONSIBILITIES:

a. USER.

(1) Cleanliness of the facility is the users' responsibility. There will be a checklist for opening and closing the facility that each user will receive when signing for the keys. All items on the checklist must be checked to ensure the facility remains in good condition and that it is secured properly upon departure.

(2) The Chimes will conduct basic interior cleaning of Our House. However, it is the responsibility of the user to ensure that Our House is left in the same or better clean condition as received initially. Basic kitchen and bathroom cleaning supplies are available in the cabinet under the kitchen sink, and a vacuum cleaner is stored in the living room coat closet. Trash from all interior trashcans must be removed and placed neatly in the garbage can on the patio behind Our House, and new plastic trashcan liners must be placed in each interior trashcan. A supply of plastic trashcan liners is also kept in the cabinet under the kitchen sink.

b. LOGISTICS.

(1) In the event that damage occurs inside the facility, please notify the emergency contact numbers in the binder. All efforts should be made to obtain the "who, what, where, when, and how" answers to the question of cause of damage. If criminal activity is suspected, please call the Security Forces emergency number. If damage is done to the facility or any equipment in the facility during the normal course of an activity, the sponsoring agency is required to notify the primary Family Support Center contact the following duty day. A determination will be made by the Family Support Center and the sponsoring activity as to replacement or repair.

(2) Security of the facility is very important. Equipment such as computers, printers, televisions, and VCRs will remain in the facility for community use and must be secured. If the facility is found insecure, it will be the responsibility of the last agency to use the facility to return the facility to its original condition, which may include replacement of items.

(3) **THE USE OF ALCOHOL IN OUR HOUSE AT ANY TIME IS PROHIBITED!**

c. AGREEMENT AND ADMINISTRATION.

Having read the above conditions for use, I acknowledge and accept these conditions by placing my signature below.

NAME OF PERSON SIGNING FOR KEYS

DATE

RANK: _____ DUTY PHONE: _____

ORG: _____ HOME PHONE: _____

Attachment 2

RESERVATION REQUEST FORM

“OUR HOUSE”

Bldg 1058A

Reservation



Date of Event: _____ Name of Event: _____

Name of Sponsoring Organization: _____

Printed Name of Responsible Individual: _____

Telephone #: _____ Home Telephone #: _____



Receipt

- 1. _____ Sign for all keys and review memorandum of agreement at the Family Support Center.

Printed name of individual signing for facility: _____

Signature of individual: _____ Date: _____

- 2. _____ Inspect facility for any damage and report any discrepancies to the FSC at ext 6930.

Complete these items prior to departing the facility.

- 3. _____ Place all trash in the bags provided and place trash in the nearest dumpster.

4. _____ Turn off all electrical equipment, i.e. computers, televisions, VCRs, cooking range/oven, fans, etc.
5. _____ Turn off all lights, to include exterior porch lights.
6. _____ Collect all signs and place in the exterior shed located in the backyard.
7. _____ Ensure facility is locked, to include front and back doors, any open windows, and the shed.
8. _____ Return keys and book to the Family Support Center, by 0900 hours the following duty day.

NOTE: USE OF ALCOHOL IN "OUR HOUSE" AT ANY TIME IS PROHIBITED

Attachment 3

CHECKLIST

“Our House” Checklist

Must be completed AFTER occupying “Our House,” and PRIOR TO DEPARTING “Our House”!!!

Place your initials in the space below upon completion of item:

1. _____ Place all trash from each room’s trashcans in the green outside trashcan behind “Our House” marked 1058-A.
2. _____ Turn off ALL electrical equipment, i.e., coffee makers, computers, television, VCR, stove/oven, fan, etc.
3. _____ Turn off ALL lights, to include exterior porch lights.
4. _____ Ensure facility is locked, to include front and back doors, all windows in every room, and the shed behind “Our House.”
5. _____ Return “Our House” keys and notebook to the Family Support Center (Bldg. 263) by 0900 hours the following duty day. Hours of the Family Support Center are M-F 0800-1700 hrs.

NOTE: THE USE OF ALCOHOL IN “OUR HOUSE” AT ANY TIME IS PROHIBITED!!!!

Attachment 4

PARKING GUIDELINES MEMORANDUM

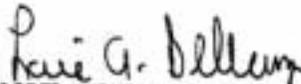
1 NOV 02

MEMORANDUM FOR RESIDENTS OF BLDGS 1058, 1071, 1072 AND 1073

FROM: 436 AW/SEB

SUBJECT: NEW PARKING POLICY

1. Effective 12 November 02, new changes in parking along Circle Drive near Arnold Elementary have been issued by the Wing Safety Office and Security Forces. The changes have been made to facilitate the safe travel of school buses while allowing an area for student drop-off/pick-up, for parents who drive their children to and from school.
2. Changes are as follows:
 - a. There will be no parking authorized on the west side of Circle Drive from 2nd Street down to Arnold Elementary.
 - b. Parking will be allowed on the east side of Circle Drive but will be restricted to 30 minutes during the hours of 0730 - 1530, when school is in session. Parking will be authorized on the east side of Circle Drive between 2nd Street and the school anytime school is not in session, i.e. summer months, winter break, and spring break.


LORIE A. BELLAMY, GS-11
Ground Safety Manager