

**BY THE ORDER OF  
THE COMMANDER**

**GF INSTRUCTION 34-103**

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**Supply**

**SERVICES**



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This regulation establishes procedures for the operation and use of the Base Theater for other than scheduled Army and Air Force Exchange Service (AAFES) films. These procedures apply to all organizations and individuals using the theater.

**1. RESPONSIBILITIES.**

- 1.1. The Grand Forks AAFES Manager will be responsible for the fixed assets (excluding theater seats) of the Base Theater as outlined in Exchange Operating Plan (EOP) 14-2.
- 1.2. The 319 SPTG/CC, through the Services Squadron, will be responsible for the theater operations when it is used for other than the showing of AAFES sponsored films.
- 1.3. The Services Squadron Commander will administer Base Theater reservations and key control.
- 1.4. Organizations will be responsible for the theater while they are using it and for cleaning it after each use.

**2. GENERAL.**

- 2.1. Any organization or individual wishing to use the Base Theater for an official Air Force function will contact the 319 SVS/SVMR, Bldg 203, Ext 7-3112, for information concerning reservations. Written reservations will only be accepted, the letter must include the purpose, date requested, time, how long the theater will be needed, and the name and duty phone of the responsible person.
- 2.2. Any organization or individual wishing to use the Base Theater for any unofficial Air Force function must submit a letter to 319 SVS/CC giving full explanation for the request.

- 2.3. An individual from the using organization that has been briefed by the Services Squadron on the use of the theater will be present at all times while the theater is being used.
- 2.4. The OIC or NCOIC of the organization will be in charge and responsible for the theater during the time it is reserved. Order must be maintained and smoking is prohibited. Adherence to fire safeguards is a must.
- 2.5. Notify the Fire Department, Technical Services Section, Ext 7-4147, in advance of any function requiring unusual decorations or arrangements.
- 2.6. The key to the Base Theater may be obtained from the Community Activities Center, Bldg 203.
- 2.7. Ensure all exits are unlocked and clear of obstruction when the theater is occupied.
- 2.8. The person in charge will observe safety precautions in the operation of heating, ventilation and air conditioning equipment. In the event of difficulty, the person will take necessary steps to have this condition corrected.
- 2.9. During organizational use of the theater, the snack stand facilities are not available for use.
- 2.10. Public Address (PA) capabilities may be obtained through the Communications Squadron, Ext 7-4160.
- 2.11. The person in charge will be responsible for seeing each of the following items is accomplished following the scheduled meeting:
  - 2.11.1. Ensure the theater is thoroughly cleaned at the close of the meeting. This includes picking up trash, and sweeping/mopping if users track mud or dirt into the theater.
  - 2.11.2. Inspect seats, exits, lighting, etc., and report any defects to the Services Squadron.
  - 2.11.3. Close the curtain. If used, turn off the PA system and notify the Communications Squadron.
  - 2.11.4. Ensure the building is in a fire-safe condition.
  - 2.11.5. Ensure all lights are off.
  - 2.11.6. Ensure all exterior doors are closed and locked.
  - 2.11.7. Ensure the key is returned to the Services Squadron.

LARRY A. TURNER, Colonel, USAF  
Commander