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**Services**

**OPERATION OF THE BASE THEATER**

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This instruction outlines the policies and procedures to supplement Exchange Operating Procedure (EOP) 14-2.

**SUMMARY OF REVISIONS**

This revision incorporates the requirements, information, and procedures formerly in MACDR 34-1; changes theater capacity; and changes organization names and office symbols.

**1. Applicability:** This instruction applies to all personnel using the base theater.

**2. Responsibilities:**

- 2.1. The Army and Air Force Exchange Service (AAFES) is responsible for ensuring compliance with EOP 14-2, AFI 36-2903, and this instruction.
- 2.2. The 6th Support Group will manage appropriated fund support for authorized theaters as outlined in AFI 65-106 and EOP 14-2.
- 2.3. The 6th Services Squadron will schedule all base theater activities other than regularly scheduled motion pictures. Such activities include commanders' calls, special briefings, training seminars, etc.
- 2.4. AAFES will provide for custodial, janitorial, and other expendable supply costs associated with movie operations in the theater.
- 2.5. The 6th Services Squadron will serve as the theater building custodian and manage required appropriated fund support for custodial and janitorial requirements that are not movie associated.
- 2.6. Organizational commanders and staff offices are responsible for complying with paragraph 4. below when using the theater.

### 3. Theater Operations:

3.1. There will be one daily performance on Friday and Saturday, starting at 1930. This is subject to change as attendance justifies.

3.2. Motion picture programs and time of features for the week will be posted in the theater on sheet frames and distributed via weekly handbills. The theater schedule of movies will be published on a weekly basis in the base newspaper.

3.3. Children under the age of six will be admitted free of charge and must be accompanied by a responsible individual. (For the purpose of this instruction, a responsible individual is defined as an authorized patron 17 years of age or older.) Ratings of movies will also affect ages admitted.

3.4. Dress of theater patrons. Patrons will not be permitted into the theater in their bare feet; wearing clothing upon which is printed obscene, profane, or lascivious words or drawings; in swimsuits; having clothing which might tend to create a disorder such as items reflecting support of a country, organization, or individual who advocates or has advocated the overthrow of the US Government; wearing as outer garments any clothing designed to be worn as undergarments; and personnel without a shirt.

3.5. Conduct of theater patrons. Theater patrons are expected to conduct themselves in such a manner so as not to distract other patrons during performances or cause damage to theater property. All theater patrons will rise and stand silently at attention during the playing of the national anthem. Members of the theater staff are authorized to remove any individual whose actions or conduct are not in the best interest of the theater patrons.

3.6. Theater capacity. The seating of the theater will not be exceeded. Patrons will not be allowed to stand in the foyer or theater aisles to watch a performance.

4. Use of the Theater for Other Purposes: Unless approved by the 6th Support Group Commander, the base theater will not be scheduled for other purposes during normal scheduled motion picture times. Any request for use of the theater must be sent to the 6th Support Group Commander for coordination, and for approval and concurrence from AAFES.

4.1. Organizations/staff offices desiring to use the theater will comply with the following procedures:

4.1.1. Submit a request to the 6th Services Squadron Administration office to reserve the theater a minimum of one week prior to desired date. The request will include:

4.1.1.1. Name and telephone number of individual to be contacted.

4.1.1.2. Date and time required.

4.1.1.3. Estimated duration of requirement.

4.1.2. Requester will come to Building 65, 6th Services Squadron, at least 24 hours in advance of scheduled reservation date for instructions in the operation of light switches and closure procedures. At this time, the using organization will sign for the keys to the theater.

4.1.3. Communication requirements must be coordinated through the 6th Communications Squadron.

4.1.4. Be responsible for returning the keys and noting any discrepancies in equipment or the building to 6th Services Squadron personnel.

4.2. General instructions for theater use.

- 4.2.1. Only those persons required on stage to conduct the event will be permitted on stage.
- 4.2.2. No equipment, signs, or other materials will be placed against or fastened to the theater screen.
- 4.2.3. Using organizations will police the inside of the theater and the ground around the exits after use.
- 4.2.4. Field equipment, i.e., weapons, ammunition belts, canteens, etc., will not be carried by personnel using the theater.
- 4.2.5. Smoking will not be permitted.
- 4.2.6. Consumption of food and beverage is prohibited.
- 4.2.7. Theater capacity: 642

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