

16 APRIL 2001

Services

BASE THEATER SCHEDULING



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 375 SVS/CCQ (MSgt Volkman)
Supersedes SAFBI 34-102, 12 June 1998.

Certified by: (Ms. Nancy Mills)
Pages: 3
Distribution: F

This instruction outlines procedures for Base Theater scheduling; implements the requirements of *AFJI 34-211, Army and Air Force Exchange Service General Policies*, and *AFJMAN 34-218, Personnel Policies*; and applies to all organizations on Scott AFB IL.

SUMMARY OF REVISIONS

This instruction is revised to comply with AFI 33-360, Volume 1, *Air Force Publications Management Program*, and realigns the office of primary responsibility.

1. Policy. Utilization of the Base Theater should be to the maximum extent possible. This building is a multipurpose facility, technically known as a “theater,” only during the time it is used for showing motion pictures by AAFES.

2. Responsibility. The 375th Services Squadron Orderly Room (375 SVS/CCQ) is the building custodian and responsible for scheduling the use of the Base Theater, 256-3301/3302.

3. General:

3.1. All activities requiring use of the Base Theater for education, training, commander’s call, related military presentations, and nonmotion picture entertainment, will schedule the Base Theater through the 375 SVS/CCQ. Recurring requests will be made, in writing, not later than 1 November each year. Infrequent requests may be made by telephone. The user will appoint a representative to obtain all necessary equipment and ensure all requirements are complete. The using agency will bear full responsibility for the building security, appearance, and condition of audio equipment. Also, podiums are available for activity use. If a sound system is needed to support a large function, the user will be responsible for procuring the necessary equipment.

3.2. The using agency is responsible for presenting the program and providing the required visual aid equipment. Use of AAFES-owned projection equipment, except for the screen, is prohibited. If additional assistance is required with the audio equipment, the user must contact the 375th Communications Squadron (375 CS) to make arrangements. Only properly trained personnel will be permitted access to the audio system controls and cassette system. The 375 CS will provide additional public address and/or audiovisual equipment for official events only. Arrangements of the event must be made in advance to receive the necessary training.

4. Procedures:

4.1. Using agency representative will:

4.1.1. Sign out a building key on an AF Form 1297, **Temporary Issue Receipt**.

4.1.2. Check building, to include latrines and surrounding area, for cleanliness before and after use.

4.1.3. Ensure there is "No Smoking" inside the Base Theater.

4.1.4. Remove equipment or furniture brought into the facility and ensure that equipment or furniture belonging to the facility remains.

4.1.5. Report discrepancies or damage immediately to the 375 SVS/CCQ.

4.1.6. Secure building and return key to the 375 SVS/CCQ.

4.2. Keys may be picked up at the 375 SVS/CCQ, Bldg 1911, Room 219. When required for early morning or weekend use, keys will be picked up between 1430 and 1530, the workday before scheduled use. For late morning or afternoon use, they may be picked up no earlier than 0830 on that day. Keys will be returned no later than 2 hours after use, unless otherwise agreed.

4.3. The building custodian must notify the 375th Civil Engineer Squadron (CES), Operations Flight, Customer Service Section (CSS) at 256-2202, if cleaning services need to be rescheduled or cancelled due to a major event. In turn, CSS will notify the 375 CES/CEOE, Maintenance Engineering custodial QAE at 256-4710, to take appropriate action. The building custodian will also ensure that all reported discrepancies are turned in to the 375 CES or 375 CS for correction. If damages are found to be intentional, a report will be made to the 375 SVS/CC to decide on the corrective action.

5. Those organizations that require use of the Base Theater for more than 1 day will ensure that equipment left is removed from the immediate stage and audience areas. Equipment will be either removed entirely from the building or placed off-stage. Equipment and stage props can remain in-place only when arrangements have been made to completely close the Base Theater to all other users. Safety and fire requirements must always be maintained.

6. Requests to close the Base Theater from AAFES use must be made, in writing, at least 12 workdays prior to the event. This action is required to cancel movie plans without an unexpected loss of income to AAFES or their employees. The only exception is an emergency military requirement.

7. Organizations planning to utilize the Base Theater for alternate entertainment purposes (i.e., talent shows, puppet shows, and dance recital performances) will submit requests, in writing, 30 days in advance to the 375 SVS/CCQ, who will coordinate with AAFES for final approval. The request must

show time frame, type of entertainment, and whether performers are from an off-base facility. These performances must be free of charge.

8. Failure to comply with the requirements in this instruction will restrict future use.

JONATHAN G. LEATHERS, Major, USAF
Commander