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Services

**USE OF THE BASE THEATER
FOR MEETINGS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 34-1, *Morale, Welfare, Recreation and Services Program*. It outlines procedures for persons or groups using the base theater for commander's calls, seminars, and briefings and applies to all organizations on Spangdahlem Air Base and geographically separated units (GSU). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Gives scheduling priority to 52d Fighter Wing Commander (52 FW/CC) functions. Uses first come, first served basis for all other scheduling during weekdays. Establishes the 52d Mission Support Group Commander (52 MSG/CC) as approval authority to reprioritize scheduling to meet wing mission requirements.

1. Responsibilities. It is the responsibility of the unit commander, the using agency or the individual in charge of the meeting to comply with the policies and guidelines in this instruction.

2. Policies and Guidelines:

2.1. 52d Services Squadron (52 SVS) will make the theater available for official meetings of organizations or agencies requiring a meeting hall with a large seating capacity and/or facilities for screening movies, slides, etc. Reservations are required and can be made up to 1 year in advance of the scheduled meeting. Reservations are to be made by phone or in writing to 52 SVS Command Section. To reserve the Eifel West (EW) theater, contact the EW Army and Air Force Exchange Service (AAFES) Main Exchange.

- 2.1.1. 52 FW/CC functions have priority for scheduling. For all other functions the theater is scheduled on first come, first served basis for use from 0730-1700, Monday through Friday; however the 52 MSG/CC reserves the right to reprioritize to meet wing mission requirements.
- 2.1.2. Anyone needing to use the theater after hours or on Saturday and Sunday must also contact AAFES for approval.
- 2.2. The using agency or group is responsible for providing equipment such as projectors, cords, tables and podiums needed to accommodate their gathering. A public address system is available in the theater for use. The system is located in a cabinet behind the screen. Instructions are posted inside the cabinet on the door.
- 2.3. The using agency or group is responsible for all aspects of safety, security and cleanliness in connection with their use of the theater. Required actions include, but are not limited to, the following:
 - 2.3.1. All exit doors will be unlocked and not blocked while the theater is in use.
 - 2.3.2. Smoking is not permitted in the facility.
 - 2.3.3. Food and beverages are not permitted.
 - 2.3.4. Personnel will not be allowed to put their feet on the seats, furnishings, walls, or otherwise disfigure the premises.
 - 2.3.5. All tables, cords, displays, projectors and other equipment will be removed from the theater at the completion of the meeting.
 - 2.3.6. All lights will be turned off when leaving. The light control panels are located at the right rear as you enter the auditorium and to the right of the stage as you face it.
 - 2.3.7. The theater, including the auditorium, lobby and outside area must be cleaned of any litter or debris resulting from the using agency or group. Groups or agencies leaving the theater in an unsatisfactory condition may be denied further use of the facility.
 - 2.3.8. The building must be completely secured and all keys returned to 52 SVS/SVA office immediately after using the theater. If keys cannot be returned before 1700, they must be turned in at 0700 the next duty day. Keys will not be kept over a weekend or holiday without prior approval from the 52 SVS/CC. Groups or agencies failing to return the keys will be denied future use of the theater.
- 2.4. Units requiring public address equipment, other than what is available in the theater, should contact 52d Communications Squadron Comm Systems Requirements (52 CS/SCXP) for support. All verbal requests must be followed by the submission of an AF Form 3215, **Communication-Computer Systems Requirement Document**, to 52 CS/SCXP.

STEPHEN P. MUELLER, Brigadier General (S), USAF
Commander