



ROCK ISLAND ARSENAL
FMWR PAVILION RESERVATIONS
DIRECTORATE OF FAMILY
AND
MORALE, WELFARE AND RECREATION

Pavilion Fees

Memorial Field, Sports Complex and Colonel Davenport Pavilion:

- | | |
|---|-----------|
| • Official Military Functions | No Charge |
| • Arsenal Residents' Picnics/Gatherings: | No Charge |
| • Office Picnics: | \$40.00 |
| • All other picnics/reunions (100 or less): | \$75.00 |
| • Large community events (100 + participants): | \$100.00 |
| • Roadways or other area to be used during large events | TBD |

****Payment due at time of reservations. No refunds due to inclement weather.**

Procedures on Special and Community Events

In accordance with the Rock Island Arsenal Family and Morale ,Welfare and Recreation Standing Operating Procedures, Pavilions and Special Events, the following applies:

RESERVATIONS: All reservations for Memorial Field, Sports Complex and the Colonel Davenport Pavilions should be made in advance of the requested date on application form. Major events such as races/walks etc. must provide certificate of insurance and map with route. Route to be arranged with the Force Protection Office (FP)

ORGANIZERS/USERS: If use of Pavilion or installation for a special event or picnic is granted, the user must designate at least one Point of Contact (POC) for the RIA Force Protection Office.

All participants over the age of 16 are required to present a photo ID.

SPECIAL ACCESS RESTRICTIONS APPLY TO ALL FOREIGN NATIONALS

Non-U.S. Citizen visitors entering RIA on business (ASPI companies, contractors, and all government organizations): Any Foreign national entering RIA to participate in a special function must be cleared through RIA FP.

- Must have their passport, except visitors from bordering countries who may also utilize a birth certificate or citizenship certificate with Photo I.D.
- Must be escorted by a RIA badge-employee who is a US citizen and has the knowledge of the purpose and the scope of the visit.
- Must be registered one week prior to the visit by sending their full name, country of citizenship, passport number, date of birth, purpose of visit and the name of their escort to ROCK-IMNE-RIA-ESPP@ria.army.mil

PARTICIPANTS:

- **In accordance with Army Regulation 215-1 alcohol must be purchased through MWR.** Contact 309-782-4372. **NO ALCOHOLIC BEVERAGES WILL BE BROUGHT ONTO THE ROCK ISLAND ARSENAL.**
- Shirts must be worn at all times while on RIA.
- The wearing of headphones is prohibited.
- Bicyclists must wear protective helmets when riding on RIA.
- **Removal of all trash is required after event.**

DESIGNATED AREAS: Only designated grills will be used for cooking. No open fires are allowed unless prior approval has been obtained from the RIA Fire Department.

CATERED EVENTS: Sheridan's Island Food, (309) 793-4337 must be contacted for catered events. Resale operations for food services will be contracted through Sheridan's. Resale entails any transaction either verbal, use of tickets or tokens, or the exchange of any currency for a particular product.

ADVERTISING: Prior to any event being advertised in the local community media, the RIA Public Affairs Office must be contacted at (309) 782-7746

SECURITY/SAFETY: All accidents or injuries will be reported immediately to the RIA Force Protection Office, telephone number (309) 782-6116, and the RIA Fire Department for ambulance service at ext. 911, then notification of the occurrence to the MWR Leisure Travel Office at (309) 782-5890.

APPLICATION

1. I request that the following area (s) be reserved for use:

_____ Memorial Field _____ Col Davenport Pavilion
_____ Sports Complex

2. Payment must be received at time of reservation. See front page for prices and refund policy. Please make checks payable to IMWRF for total cost.

Date (s): _____ Times: From: _____ To: _____

Name, Organization and/or Point of Contact:

Address: _____

Phone: _____ Email: _____

Description (please circle one):

Picnic/Family Reunion Office Party Official Military Function

Other (please explain) _____

Projected no. of attendees: _____

3. After completing this application, please return to Leisure Travel Office in person or by mail. 1 Rock Island Arsenal, IMNE-RIA-MWR, Leisure Travel Office, Rock Island, IL, 61299. Once paperwork is received and reviewed, you will be sent the approved and signed contract. A signed copy of the contract must be with you at your function.

4. Important: .

- **NO ALCOHOLIC BEVERAGES WILL BE BROUGHT ONTO THE ROCK ISLAND ARSENAL.**
- **ALL TRASH MUST BE REMOVED AND PROPERLY DISPOSED OF.**

Signature: _____

AUTHORIZATION FOR USE

The Garrison Manager, Rock Island Arsenal hereby permits pavilion usage to:

_____ (Name/Organization)

Date/Time: _____

Purpose: _____

Pavilion Location/Fee: _____

SAID AUTHORIZATION is granted in the spirit of cooperation with public community relations and in accordance with the determination which is attached.

THIS AUTHORIZATION is granted subject to the following conditions:

1. That the user shall utilize the premises solely for the purpose as indicated above.
2. That the using organization shall ensure that the premises is clear of any litter or trash at the close of their event. All trash must be bagged, tied and placed in or near the dumpster provided at the pavilion site. Failure to clean the site to the condition the property was in prior to rental and to opinion of the Garrison Manager or the Manager's designee, may cause additional cost for clean up to the user.
3. That the organization and all participants shall observe and comply with all federal laws, rules and regulations now in force on said reservation or that may be now hereafter prescribed by said Garrison Manager or other competent military authority.
4. That Foreign Nationals must be escorted at all times by an installation employee who is a U.S. citizen. Security badges will be marked "Escort Required In All Areas".
5. That any property of the United States damaged or destroyed by the user, its agents or invitees, incident to the exercise of the privileges herein granted, shall be promptly repaired or replaced by the user to the satisfaction of the said Garrison Manager or his designee.
6. That the United States shall not be responsible for damage to any property or injuries to persons which may arise from or be incident to the exercise of the privilege herein granted; or for damages to the property of the organizations, its officers, agents, employees or others who may be on said premises at their invitation. Organization shall hold the United States harmless from any and all such claims.
7. That this authorization may be revoked at the discretion of the Garrison Manager without cause. Further, that should authorization be revoked, no liability shall be incurred by the United States or its personnel. That on or before the date revocation of the authorization, the organization shall vacate the premises and remove all property of the organization, its agents and employees there from. If the organization shall fail to remove said property, it may be, at the option of the Garrison Manager, be removed at the expense of the organization and no claim for damages against the United States or its officers or agents shall be created by or made on account thereof. The organization, upon vacating the premises, will also take appropriate measure to restore the area to its original condition.
8. This authorization shall become effective upon the organization's acceptance of all terms and conditions herein.

DIANE L. FRANQUE
Chief, Community Recreation