



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (600)

5 April 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY – Directorate of Community Activities (DCA) Guest Policy

1. The following guest policy is now in effect for DCA. The purpose of the policy is to enhance the installation's "Quality of Life Program," increase utilization of DCA facilities and programs, and clarify guest usage for the various DCA facilities.

2. An authorized DCA patron is determined by Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 25 October 1998, Table 6-1 MWR Patronage Authorizations.

3. For reporting purposes and unless open to the public, the DCA facilities listed below will maintain a guest log. All authorized patrons will register/sign in their guest(s) upon entering a facility and sign them out upon departure. Guest usage in all facilities is on a space-available basis. The number of guests per authorized DCA patron is shown below by facility:

- a. Barnes Field House – 1 guest
- b. Eifler Fitness Center – 1 guest
- c. Indoor and Outdoor Pools – 1 guest
- d. MWR Arts Center – 1 guest
- e. MWR Box Office – 1 guest
- f. MWR Rents – 1 guest
- g. Sportsman's Center – 1 guest
- h. The Ozone – 1 guest
- i. RPM Car Care Center – 1 guest
- j. La Hacienda Bingo – 2 guests

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- k. Buffalo Corral – 4 guests
 - l. Desert Lanes Bowling Center – 4 guests
 - m. Youth Services – No guest limit
 - n. Rollin’ Thunder Skate Park – Open to the public
 - o. Mountain View Golf Course/19th Hole – Open to the public
 - p. Apache Flats RV Resort – Authorized patrons only
4. The proponent for this policy is the DCA, 533-3107 .

//original signed//

LAWRENCE J. PORTOUW
Colonel, MI
Commander, US Army Garrison

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EXECUTIVE SUMMARY

Document is submitted to obtain the Garrison Commander or his representative's signature on subject policy regarding number of guests authorized per DCA patron in each of the DCA facilities listed. This policy is required in order to enhance the installation's "Quality of Life Program," increase utilization of DCA facilities and programs, and clarify guest usage for the various DCA facilities.

ATZS-MW

SUBJECT: POLICY – Directorate of Community Activities (DCA) Guest Policy

COORDINATION SHEET

COORDINATION: NA

STAFF COORDINATION:

ATZS-MW: Concur/Nonconcur_____

ATZS-IM: Concur/Nonconcur_____

ATZS-JA: Concur/Nonconcur_____

Action Officer/Point of Contact: Judy Stevenson, Chief, Plans and Resources, DCA, 3-2689.