



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 11104.1C
N92

15 MAR 2021

NAVSUPPACT NAPLES INSTRUCTION 11104.1C

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: MORALE, WELFARE, AND RECREATION CONFERENCE ROOMS USAGE

1. Purpose. To issue policy and procedures for use of the Conference Rooms that pertain to the Morale, Welfare, and Recreation (MWR) Department.

2. Cancellation. NAVSUPPACTNAPLESINST 11104.1B

3. Information

a. The A1 Conference Room is located in Navy Gateway Inns and Suites (NGIS), building 453, second floor, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Capodichino site.

b. The Bella Napoli Conference Room and Orange Room are located in the Bella Napoli Food Court, building 448, ground floor.

c. The coordination and management of the Conference rooms is the responsibility of the MWR Department, NAVSUPPACT Naples.

d. Sponsors who wish to initiate reservations need to contact and confirm availability with the MWR Hospitality representative.

e. All reservations and usage must be coordinated through the MWR Hospitality Division, Bella Napoli.

f. The A-1 Conference Room and Orange Room can adequately accommodate groups of up to 50 occupants; Bella Napoli Conference Room can accommodate up to 200 occupants, for conferences, meetings, training sessions, and private functions.

g. Sponsors are defined as uniformed service personnel or authorized civilian personnel with valid ID cards.

4. Policy

a. The Conference Room's primary mission is to provide host and tenant commands with a suitable place to conduct conferences, meetings and to host MWR catered events.

b. The rooms are not to be used for unauthorized functions or consumption of outside meals. Exception for ceremonial cakes is permitted.

c. An MWR Party contract must be signed at time of booking, with agreement on fees and charges for daily usage to include set up and take down charges.

d. All Conference Rooms are subject to a \$100.00 set up/take down charge fee with the exception of the A1 Conference Room.

e. Reservations are tentative for seven calendar days from date of booking.

f. An initial deposit of 10% or \$50, whichever is greater, is required within seven days of reservation.

g. Three days prior to the event 100% of the contract estimated cost is due.

h. Full payment is due on the day of the event.

i. In the event the function total cost exceeds the total estimate, the difference will be due and payable within five business days following the event.

j. Payment forms accepted are personal checks, cashiers' checks, bank checks, credit cards, or cash.

(1) Checks are to be made payable to MWR.

(2) Food and beverage purchases cannot be paid with a Government credit card.

k. Catering requirements

(1) All catering must be contracted through MWR, with the exception of ceremonial cakes.

(2) A 15% service charge will be added to catered food and beverage purchases.

(3) MWR catered events of \$200 or more per day are excluded from service fee charges.

5. Action

a. The coordination and management of the Conference Room is the responsibility of the MWR Department, NAVSUPPACT Naples, Italy. Sponsors who wish to initiate reservations need to contact and confirm availability with the MWR Hospitality representative, Mr. Mario Grillo at DSN: 626-5229, COMM: 081-568-5229, or via e-mail to mario.grillo.it@eu.navy.mil.

b. All expenses incurred as a result of preparation, shall be charged to the host.

c. The event sponsor is responsible for:

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(1) Placing and removing directional signage in appropriate locations. No tape or tacks are authorized for signage.

(2) For all additional equipment, materials and supplies, and expenses incurred as a result of expenses not included in the signed agreement.

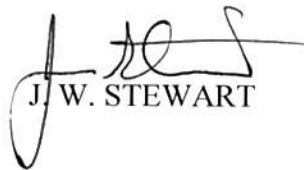
d. All changes and/or cancellations must be submitted in writing and accepted by MWR Hospitality within five days of the scheduled event.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. W. STEWART

Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html