



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN RD.
SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 1710.10A
N92MS
8 May 08

NAVBASE SAN DIEGO INSTRUCTION 1710.10A

Subj: MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT

Ref: (a) BUPERSINST 1710.11C
(b) COMNAVREGSWINST 1710.2A
(c) COMNAVREGSWINST 1710.5
(d) COMNAVREGSWINST 1710.7
(e) COMNAVREGSWINST 1710.12

Encl: (1) DoD Civilian Employees' use of MWR Facilities
(2) Admiral Baker Picnic Facilities and Recreation Area
(3) Admiral Baker Recreational Vehicle Park Operation
(4) Naval Base Gymnasiums, Outdoor Athletic Facilities
and Swimming Pools
(5) Auto Skills Regulations and Information
(6) Storage for Automobiles of Deployed, Unmarried
Military Personnel
(7) Recreational Vehicle/Personal Vehicle Storage
(8) Naval Base San Diego Movie Theater
(9) Admiral Robinson Recreation Theater
(10) Banquet Facilities/Catering Program
(11) Suspension of Privileges at MWR Facilities
(12) MWR Telephone Directory

1. Purpose. To update policies, procedures and regulations pertaining to MWR facilities and programs available at Naval Base San Diego (NBSD), as provided by reference (a) and as outlined in enclosures (1) through (12). References (b) through (e) provide guidance on golf facilities, the Military Ticket Program, Single Sailor/Liberty Program and fitness.

2. Cancellation. NAVSTASDIEGOINST 1710.10. This is a significant revision and should be read in its entirety.

3. Background. The purpose of the MWR Department is to provide entertainment, recreational opportunities and facilities for active duty and retired military personnel, their immediate family members and eligible Navy Region Southwest (NRSW) Department of Defense (DoD) civilian employees and family members (where eligible). Enclosure (1) provides specific guidance on civilian employee eligibility. All eligible personnel must hold a valid identification card.

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4. The regulations outlined in this instruction are directive in nature and non-compliance or violation of said regulations may result in administrative action, loss of privileges and/or disciplinary action under the Uniform Code of Military Justice (UCMJ) or applicable DoD employee instructions.

5. All personnel entitled to MWR privileges are encouraged to submit suggestions for the improvement of services or facilities to the NBSD MWR Installation Program Director (IPD).



D. R. SMITH

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DOD CIVILIAN EMPLOYEES USE OF MWR FACILITIES

1. Purpose. To establish eligibility guidelines and issue a listing of NBSD recreation facilities authorized for use by DoD civilian employees.

2. Eligibility

a. NRSW DoD civilians are eligible to use MWR facilities on NBSD. A valid DoD employee identification card will be required for use of the facilities.

b. DoD civilian use of recreation facilities will be by priority status below other authorized patrons as outlined in reference (a), and subject to the payment of fees/charges, where applicable, at a level higher than required for other authorized patrons.

c. The fees/charges schedule will be adjusted periodically to ensure it is sufficient to preclude subsidization of civilian interests by the military population.

d. Immediate family members of civilian employees authorized herein may have access to facilities only when accompanied by their sponsors or when enrolled in programs being conducted at the facilities authorized herein. Other guests of DoD civilians are not authorized use of facilities. DoD family members or guests are not authorized in fitness centers/gyms with the exception of group exercise classes and swimming pools (a fee applies).

3. Responsibility

a. The MWR Site Manager is assigned the responsibility of ensuring strict compliance with the revised provisions of reference (a), and the contents of this instruction.

b. This authorization will be reviewed no less than annually to ensure use of facilities by DoD civilian employees does not infringe upon the access of the active military community.

4. Facilities. Listed below are the recreation facilities and programs authorized for use by DoD civilian employees eligible as outlined in paragraph 2.a above.

- a. Auto Skills Center. Use of "one-day" stalls along with other short-term services, i.e., grease racks, tune-up, tire changer, steam clean, etc. Purchases from retail store are unrestricted.
- b. Outdoor Adventure Center. Outdoor Adventure Programs (rentals, LEAD, rock wall and trips/workshops). Use based on availability.
- c. Games Arcades/Billiard Rooms. Use based on availability.
- d. Bowling. Use for open bowling and league play based on availability.
- e. Tickets, Entertainment and Sports Events. DoD civilian employees may purchase tickets at the same price as is available to active duty personnel. There will be no additional service charge for civilians purchasing tickets through Ticketmaster outlets.
- f. Banquet Room Facilities. Use based on availability.
- g. Picnic Area, Admiral Baker Recreation Area. Restricted use based on availability.
- h. Swimming Pools. Pool attendants reserve the right to restrict admittance at anytime if it is determined the pool has reached capacity. DoD civilians or their immediate family members are eligible to participate in swim classes and programs upon availability.
 - (1) Admiral Baker Pool: Use Wednesday through Sunday from 28 May to 15 October.
 - (2) Admiral Prout Field House Pool: Use based on availability.
- i. Tennis Courts. Use based on availability.
- j. Golf Courses (reference (b) refers).
 - (1) NBSD Golf Practice and Learning Center: Use based on availability.

(2) Admiral Baker Golf Course: Restricted use based on availability. Purchase of merchandise at Golf Pro Shop is limited to consumable items only. Use of driving range, lounge, and restaurant based on availability.

k. Admiral Prout Athletic Complex. Space available, reservation basis. Reservations can be made by calling the Athletics and Sports Office Monday through Friday from 0800-1630.

l. Vesta Street Picnic Areas. Available on a first come, first-serve basis.

m. MWR Parks. Space available, reservation basis. Reservations can be made by calling the Athletics and Sports Office Monday through Friday from 0800-1600.

n. Single Sailor/Liberty Center. Due to space limitations and contract conditions, DoD civilians are not authorized use of the Liberty Centers with the following exceptions:

(1) Java Net computers may be used on a space available basis and a 30-minute time limit will be enforced; coffee bar service is authorized during regular hours of operation.

(2) Liberty Center sponsored trips/tours: DoD civilians may participate in trips and tours on a space available basis and must pay full cost for trips and tours.

5. Action. Disseminate contents of this enclosure to appropriate DoD civilian personnel employed by activities onboard NBSD.

ADMIRAL BAKER PICNIC FACILITIES AND RECREATION AREA

1. Purpose. To inform active/retired military and DoD civilian personnel and their immediate family members of picnic facilities available at the Admiral Baker Navy Recreation Area, and provide information concerning use of these facilities.

2. Information

a. The Admiral Baker Recreation Area is located on Admiral Baker Road, 1/2 mile east of Interstate 15, off Friars Road. The Recreation Center can be reached from Interstate 8 by taking either Mission Gorge Road or Interstate 15 exits north to Friars Road. The recreation facility consists of a driving range, picnic area, swimming pool, softball field, various athletic courts, one Recreation Vehicle (RV) Park and Campground, and two 18-hole golf courses. The recreation area accommodates approximately 6,000 personnel. The facility is open daily from 0900 to 1700 unless otherwise noted. The golf operations are open daily from sunrise to sunset.

b. Facilities

(1) Picnic Area. The picnic area is located on 44 acres, in a scenic canyon adjacent to the San Diego River. Excellent facilities are available for organized picnics and informal gatherings. Barbecue pits, cabanas, picnic tables and four playgrounds are located within the park.

(2) Athletic Fields and Courts. Ball fields may be reserved for a period of two hours by the person in charge of the picnic and only one reservation may be made at a time. (When the two-hour period is over, another reservation may be made, if space is available.) Softball fields, volleyball courts, basketball courts and horseshoe pits are available for use on a first-come, first-serve basis. Softball fields may be reserved for two-hour periods at the Park Office, beginning at 1000 on the day of the picnic. Equipment, i.e., volleyballs, basketballs, horseshoes, soccer balls, softballs, gloves and bats, are available for check-out at the Park Office beginning at 1000 on the day of the picnic. Only two items may be checked out by the person in charge of the picnic. Gear bags for ball games are available and may be checked out, but must be returned when the game is over.

(3) Swimming Pool. A heated outdoor recreation swimming pool is open May through September, Wednesday through Sunday and holidays from 1100-1800. One guest is authorized per active duty or retired military sponsor. A wading pool for children under six years of age, cabanas and lounge furniture are also available. There is no admission fee for active duty military, but there is a fee for all other patrons. Civilian organizations using the park are not eligible to use the pool.

3. Eligibility. Facilities are available for use by the following:

a. Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

b. Military reservists in a drill pay status.

c. Authorized military immediate family members. (Note: Children under 10 years of age must be accompanied by a parent or guardian.)

d. NRSW DoD civilian employees and their immediate family members when accompanied by sponsor.

e. One guest is permitted for each holder of an armed forces or military immediate family I.D. Card, on an occasional basis. Sponsor must accompany guest at the park.

f. Civilian groups (Fleet Reserve, USO, Navy League, VFW, American Legion). (Use must be approved by the Commanding Officer (CO) of NBSD.)

4. Reservation of Picnic Areas

a. Picnic sites are assigned on the basis of group size and availability.

b. Command support groups with a minimum of 25 people may make reservations up to 120 days in advance. Active duty and retired military personnel may reserve a picnic area for private individual use up to 90 days in advance. DoD civilian employees, and military affiliated groups may make reservations up to 60 days in advance with a minimum of 25 people. Civilian organizations and groups or active duty/retired military

personnel sponsoring a civilian organization may reserve a picnic area 60 days in advance. Reservations must be made in person at the RV Park and Picnic Office and applicable park fees will apply. All active duty command functions held Monday through Thursday are free of charge (reservations need to be made in person by an active duty member). Applicable park fees apply to all patrons (including active duty commands) on Friday, Saturday, Sunday and holidays. Information on site availability and fees can be obtained by calling the Admiral Baker Picnic and RV Park at (619) 556-5525. The office is open daily from 0900-1700. For fee information, contact the Admiral Baker Picnic and RV Park at (619) 556-5525.

c. Any use of an I.D. card to reserve space for business/corporate, churches, clubs, associations or other than command functions without paying the reservation fee is prohibited and could result in the loss of all MWR privileges by the I.D. card holder.

d. Reserved sites must be claimed prior to 1100 on the day of the picnic, otherwise the site may be reassigned and the reservation fee will not be refunded. The Picnic Office is open daily from 0900-1700.

5. Picnic Area Fees. Facility usage fees are set by the CO, NBSD. For current fee information, contact the Admiral Baker Picnic Office.

6. Responsibility. The command/organization sponsoring a picnic is directly responsible for the supervision and conduct of all personnel in attendance. However, NBSD has basic responsibility for events under the cognizance of the CO, NBSD. Accordingly, the following policy is enforced:

a. Responsibility of the Person in Charge. The person in charge will check in at the Park Office upon arrival to receive site confirmation. This person must be present during the entire picnic, and is responsible for maintaining good order and discipline and enforcing regulations governing the conduct of personnel at the picnic. At the end of the picnic, the person in charge will obtain a clearance from a Park Attendant indicating the picnic site was left in good condition. Accordingly, the following policy is enforced:

(1) Persons obviously under the influence of alcohol will not be permitted to leave unaccompanied, nor will they be permitted to operate a vehicle.

(2) Constant event monitoring will be maintained to prevent altercations and other similar incidents.

(3) Commands/organizations holding picnics of 300 people or more need to provide their own security.

(4) Positive identification is required to prevent minors from being served alcoholic beverages.

(5) Group picnickers must respect the rights of others and avoid annoying other groups or individuals using the facility.

(6) All picnic sites must be properly cleaned and cleared of personnel prior to closing.

b. Responsibility of the Park Manager (PM). The PM is directly responsible for the efficient operation and maintenance of the area and related facilities as well as: assigning picnic sites according to reservations, scheduling the use of athletic fields and courts, issuing and receiving athletic equipment, and enforcing prescribed regulations. The PM will tour buildings and grounds once each hour to detect and prevent unsafe or unsanitary practices which could result in injury to patrons. The PM will be especially diligent to detect fire hazards and signs of vandalism and will request assistance of NBSD Security personnel as required. The PM will ensure reserved picnic areas, picnic tables, and barbecue pits are cleaned not later than 0900 on the day of the scheduled picnic. Cleaning implements are available for use by picnickers at the Park Office.

7. Working Parties. Because of limited park staff, commands/organizations sponsoring picnics are required to set up for the picnic and clean and restore the area after the event. Trash receptacles will be provided throughout the area.

ADMIRAL BAKER RECREATIONAL VEHICLE PARK OPERATION

1. Purpose. To provide information concerning availability and use of the Admiral Baker RV Park to authorized users.
2. Information. The Admiral Baker Recreation Area is located on Admiral Baker Road, 1/2 mile east of Interstate 15, off Friars Road. The Recreation Center can be reached from Interstate 8 by taking either Mission Gorge Road or Interstate 15 exits north to Friars Road. The recreation facility is comprised of two 18-hole golf courses, driving range, 44-acre picnic area, swimming pool, softball field, various athletic courts, one RV Park and campground.
3. Eligibility. The RV Park/Campgrounds are available for use by the following:
 - a. Military personnel; active duty and retired holding valid Common Access Card or retired military ID.
 - b. Military reservists in a drill pay status.
 - c. Authorized military immediate family members.
 - d. NRSW DoD civilian employees and their immediate family members when accompanied by sponsor.
 - e. One guest is permitted for each holder of an armed forces or military immediate family I.D. Card, on an occasional basis. Sponsor must accompany guest at the park.
4. Length of Stay. Maximum rental time allowed for the RV park is one 30 day stay with one extension of 15 days if space is available. The 15 day extension cannot be included in the original reservation. Patrons must vacate the RV Park for a minimum of 15 days after each stay.
5. Facilities. There are 48 RV sites available and each site is equipped with 30/50 Amp electrical service, water, sewage, free cable television, WiFi Wireless Internet access, laundry and showers. A sanitary dump station is located in the park for patron use. Secured restrooms and showers are located in close proximity of all sites. Picnic tables, cabanas and barbecues are located within the campground. Recreational facilities

include a 44-acre picnic area, softball fields, horseshoe pits, swimming pool, tennis courts, basketball and volleyball courts. Equipment for the above activities is available for check-out at the Park Office.

6. Reservations. Reservations are on a first-come, first-serve basis and may be made up to three months in advance for active duty and retired military personnel, and two months in advance for DoD civilian employees. Reservations are tentative until full payment is received. Campground fees must be paid in advance for the entire length of stay. Reservations will be confirmed in writing. Patrons without reservations will be accommodated on a space available basis. Refunds will be issued if cancellations are received 24 hours prior to reservation date. Reservations can be made by contacting Admiral Baker RV Park Reservations at (619) 556-5525.

7. Fees. Fees for use of the Admiral Baker RV Park are set by the CO, NBSD. For current fee information, contact the RV Park.

8. Requirements

a. Patrons must check in at the Park Office or with the Night Host before occupying campground. The Park Office is open from 0900-1700 daily.

b. Each RV will be issued a card showing patron's name, site number and date of departure. This card will be prominently displayed on the vehicle at all times.

c. The Park Office will assign campsites. Requests for changes must be approved in advance by the park management.

d. Check in time is 1200 and out time is 1100 hours. Patrons are required to check out at the Park Office prior to departure. Failure to check in by 1200 will result in forfeiture of reservation and deposit.

9. Emergencies. Emergencies are to be reported to park officials. Pay phones are available outside the Park Office at the RV area restroom, dial 911 for police, fire, or ambulance.

NAVAL BASE GYMNASIUMS, OUTDOOR ATHLETIC FACILITIES AND SWIMMING
POOLS

1. Purpose. To provide information and regulations governing the use of gymnasiums, outdoor athletic facilities and swimming pools at NBSD to authorized patrons.

2. Information - Indoor Facilities.

a. Naval Base Gymnasium (The Olde Gym). Located in building 223, two blocks east of Harbor Drive, next to NBSD Golf Practice Facility.

(1) Facilities

(a) Basketball

(b) Athletic equipment

(c) Men's and women's dressing room, lockers (locks to be provided by patrons), shower facilities and sauna

(d) Monthly locker rental

(2) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of ten must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

b. Field House. Located in building 3279, south of the Dental Center.

(1) Facilities

(a) Basketball and volleyball

(b) Swimming pool and spa

(c) Dressing room, lockers (locks to be provided by patrons), saunas for both men and women

(d) Athletic equipment

(e) Monthly locker rental

(2) Reservations. Reservations for basketball and volleyball may be made by calling the Athletic Office.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

c. Indoor Courts. Located in building 3317, south of the Field House adjacent to the Auto Hobby Shop.

(1) Facilities

(a) Six regulation racquetball/handball courts with spectator viewing (one with a glass back wall and spectator seating)

(b) Dressing room, lockers (locks to be provided by patrons), showers and saunas for men and women

(c) Athletic equipment

(2) Reservations. Reservations may be made one day in advance beginning at 1000 by calling the indoor courts. Reservations for Saturday, Sunday and Monday may be made on the preceding Friday.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

d. Harborside Fitness Center. Located in building 3477, corner of 12th and Kidd St.

(1) Facilities

(a) Basketball

(b) Fitness Center

(c) Men's and women's dressing room, lockers (locks to be provided by patrons), and shower facilities.

(2) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

e. Piers 6 and 12 Racquetball Courts. Pier 6 courts are located on the corner of Surface Navy Boulevard and Vesta Street. Pier 12 courts are located three blocks south of Mole Road off Kidd Street.

(1) Reservations. Courts at each facility are challenge courts only.

(2) Eligibility. Active duty military personnel only.

3. Information - Outdoor Facilities

a. Athletic Complex. Located south of Main and Division Streets, west of Interstate 5.

(1) Facilities

(a) Lighted softball, football, and soccer fields, 1/4 mile track, horseshoe pits, fitness trail, sand volleyball courts and picnic facilities.

(b) Lighted tennis and basketball court.

(2) Reservations. Reservations for these facilities may be made four months in advance for active duty, three months in advance for retirees, and two months in advance for DoD employees.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees (space available, non-reservation basis).

b. Mariner Park. Located on 32nd Street, across from the Navy Exchange.

(1) Facilities

(a) One amphitheater

(b) Cabanas, sand volleyball and basketball.

(2) Reservations. Reservations for these facilities may be made four months in advance for active duty, three months in advance for retirees, and two months in advance for DoD employees.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DOD civilian employees (space available, non-reservation).

c. Snyder Hall Softball Field. Located on Norman Scott Road between the Fire Station and Snyder Hall.

(1) Facilities

(a) One softball/multipurpose field and picnic areas.

(b) Cabanas, sand volleyball, basketball and horseshoes.

(2) Reservations. Reservations for these facilities may be made four months in advance for active duty, three months in advance for retirees, and two months in advance for DoD employees.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DOD civilian employees (space available, non-reservation).

d. Vesta Street Picnic Areas. Located on Vesta Street by Admiral Robinson Bowling Center.

(1) Facilities. Cabanas, BBQ, sand volleyball.

(2) Reservations. First-come, first-served

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

e. Admiral Prout Park and Picnic Areas. Located on Ravenscroft Road across from the Admiral Prout Field House.

(1) Facilities. Cabanas, BBQ, sand volleyball, fenced children's play area.

(2) Reservations. Reservations may be made by calling the Admiral Prout Field House, on a first come, first serve basis.

(3) Eligibility

(a) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(b) Military reservists in a drill pay status.

(c) Authorized military immediate family members.
All children under the age of 10 must be under the direct supervision of a parent.

(d) NRSW DoD civilian employees.

f. Pier 10 Basketball Courts. Located at the head of Pier 10.

(1) Facilities. Basketball

(2) Reservations. First-come, first-served

(3) Eligibility. Active duty military personnel only.

g. Pier 5 Basketball Court. Located adjacent to Pier 5.

(1) Facilities. Basketball

(2) Reservations. First-come, first-served

(3) Eligibility. Active duty military personnel only.

4. Information - Swimming Pools

a. Admiral Baker Pool. Located at the Navy Recreation Center (Admiral Baker Field), northeast of Qualcomm Stadium. Swimming is available for babies six months old through adult during the summer season.

(1) Facilities

(a) Recreation (25 meter) pool

(b) Children's pool

(c) Dressing room, lockers (locks to be provided by patrons) and shower facilities for both men and women

(d) Enclosed picnic and play area

(e) Giant Water Slide

b. Field House Pool. Located at building 3279, south of the Dental Center. Private swimming lessons are available year round for babies six months old to adults.

(1) Facilities

(a) Olympic size 50 meter heated outdoor pool, 25 yard lap swimming (4' to 10' deep).

(b) Therapeutic Spa - restricted to use by patrons 16 years or older.

(c) One and three meter diving boards.

(d) Dressing room, lockers (locks to be provided by patrons), shower facilities and saunas for both men and women.

c. Eligibility

(1) Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

(2) Military reservists in a drill pay status.

(3) Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

(4) NRSW DoD civilian employees. Dependents of DoD civilian employees must be accompanied by their sponsor at all times.

d. Health Requirements. Admission may be refused at any time by the Aquatic Supervisor and/or Staff for any of the following reasons:

(1) Open cuts or sores.

(2) Indication of being under the influence of intoxicants.

(3) Swimmers wearing items other than apparel designed and manufactured for use while swimming. (Due to contamination, altered street clothing or running gym shorts will not be

permitted). However, plain white T-shirts may be worn for sun protection at outdoor pools.

(4) Bringing to the pool, or throwing into it, any objects that may, in any way, carry contamination, endanger safety of swimmers, or produce unsightliness, which includes any type of glass container.

(5) All persons will take a shower before entering the pool.

(6) Infants must wear swim diapers or plastic pants. No disposable diapers allowed.

e. Safety Regulations. The following regulations are provided for safety:

(1) Running, horseplay or rough water games are not permitted.

(2) Swimming under or in the vicinity of diving boards is not permitted.

(3) If the lifeguard on duty does not feel a patron swims well enough to be in deep water, he/she may be asked to swim 25 meters using the crawl stroke. If patron is unable to pass this test, he/she will be asked to remain in the shallow water. All children under 16 years of age must pass this test to be allowed in the deep water.

(4) Scuba equipment is prohibited. Flotation devices of a reasonable nature and size, kickboards, mask and fins will be permitted. However, should the pool become crowded, these items may be eliminated at the discretion of the lifeguard on duty. At no time is a flotation device an adequate substitute for parental/guardian supervision. Therefore, parents/guardians are required to monitor the activities of their children at all times.

(5) Accidents will be reported immediately to the Aquatic Supervisor or lifeguard on duty.

5. General Regulations. The lifeguard/gym attendant on duty is responsible for and has the CO's delegated authority to ensure

the efficient operation of the facilities, proper maintenance and use of equipment, and compliance with all regulations listed herein, including:

a. Patrons under 18 years of age are not authorized in the Field House pool between 1100-1300, Monday through Friday.

b. Military personnel in civilian clothing and all patrons are required to present proper identification.

c. Children under 10 years of age must be accompanied by their parent, grandparent or legal guardian at all times.

d. Male children over five years are not permitted in the women's locker room nor are female children over five years old permitted in the men's locker room.

e. Boisterous or profane language will not be tolerated.

f. Food and beverages will not be consumed nor carried into the gyms or on playing courts. However, food and beverages may be consumed in designated areas at swimming pools. Alcoholic beverages and glass containers are not permitted at aquatic facilities and containers are subject to search.

g. No smoking except in designated areas.

h. Abusive use of equipment and facilities will not be tolerated.

i. Facility hours of operation will be as posted.

j. Shoes (other than gym shoes) are prohibited on all indoor playing surfaces. Black-soled shoes or black racquetballs which leave marks are not permitted on the playing courts.

k. Playing of personal radios in the indoor facilities listed in this instruction is prohibited.

6. Advance Reservations. Special arrangements may be made for command sponsored picnics, leagues, tournaments or special events by contacting the Athletic Office.

7. Commercial vendors, caterers, concessionaires and/or supplies are not permitted. All entertainment, such as clowns, astro jump, train ride, animal rides, disc jockeys, live bands, mimes, comedians, face painting, etc., must be booked through the Dining Services Department (619) 556-7046.

8. Command Physical Readiness Tests. Special arrangements may be made for command sponsored physical readiness and swim tests. Stopwatches and measuring tapes may be checked out at the Athletic Office.

9. Alcoholic beverages, other than beer or wine, are not permitted at any outdoor facility. Bottles/glass are not permitted due to danger of broken glass.

AUTO SKILLS REGULATIONS AND INFORMATION

1. Purpose. To provide information and regulations governing the use of the Auto Skills Center located at NBSD to authorized patrons.

2. Information. The Auto Skills Center is located in building 3234 at Recreation Way and Ravencroft on the dry side of NBSD. Facilities include:

- a. Eighteen one-day stalls and 110 overnight stalls.
- b. Two outdoor and four indoor car hoists.
- c. One steam cleaner stall.
- d. One welding booth.
- e. Machine shop, tool issue room and auto parts store.
- f. Eighty spaces for long term parking.
- g. Engine analysis area.
- h. Three indoor tire hoists.
- i. Vehicle storage.

3. Eligibility. Active duty and retired military personnel, reservists, immediate family members and NRSW DoD civilian employees holding a valid Common Access Card or military ID, are eligible to use the NBSD Auto Skills facility. Children under the age of 10 are not allowed in the Auto Skills compound. Vehicle storage is restricted use based on availability and priority status.

4. Safety. The following safety regulations are provided to ensure the safety of Auto Skills Center patrons. Any disregard of these rules could result in serious injury or death.

- a. Dependent children 10 to 16 years of age must be accompanied by a parent and seated in an area away from the work bays.

b. Appropriate work attire and shoes must be worn at all times. Shorts, sandals or open toe shoes are not permitted.

c. Patrons are not allowed to operate hoists. This equipment can only be operated by Auto Skills Center personnel.

d. The speed limit in the compound is five miles per hour.

5. Environmental Responsibilities. To ensure proper disposal of items that may be recycled or are hazardous to the environment, the following regulations will be enforced:

a. Oil Filters. All oil filters must be placed on the drain rack located in Stall "R" to allow the draining of residual oil.

b. Oil Change. If an oil change is to be conducted in a stall without a drain rack, the person changing the oil must ensure a drain pan is used to collect the oil and that the oil is drained into the waste oil drum.

c. Oil Spills and Oil Soiled Rags. Should an oil spill occur, all rags and absorbent used must be placed in the containers provided. Other soiled rags containing oil should also be placed in containers provided.

d. Oil Bottles. All empty oil bottles shall be placed in the drain rack provided in Stall "R."

e. Anti-Freeze Change. Used anti-freeze shall be drained into containers provided, and used empty bottles shall be placed in containers provided.

f. Brake Changes. Used brake shoes and pads shall be placed in the brake shoe drum.

g. Battery Replacement. Used auto batteries shall be placed in the battery storage area located in the tool room.

h. Aluminum soda cans shall be placed in the recycling bin located behind building 3234.

6. General Regulations

- a. Personnel in civilian clothing are required to present proper identification.
 - b. Boisterous or profane language will not be tolerated.
 - c. Abusive use of equipment and facility will not be tolerated.
 - d. Loud playing of radios is not permitted.
 - e. All tools and equipment will be cleaned by the patron and turned in 30 minutes prior to closing.
 - f. Stall will be cleaned prior to the patron's departure and an inspection by a field attendant is required.
 - g. The MWR Department is not responsible for any items lost, stolen or missing from a patron's vehicle while in the compound.
 - h. When vacating a stall, all excess parts must be removed by the patron.
 - i. Patrons are responsible for loss or breakage of tools or equipment.
 - j. All vehicles are subject to search when leaving the compound.
 - k. Admission will be refused if there is an indication the patron is under the influence of intoxicants.
 - l. Alcoholic beverages and glass containers are not permitted in the compound.
7. Customs, Courtesies and Rules. Personnel using the facility are expected to observe the rules, courtesies and established customs of this activity.
8. Posting of Rules. These regulations will be available in the booth, at the entrance to the Auto Skills Center and in the retail store.

STORAGE FOR AUTOMOBILES OF DEPLOYED, UNMARRIED MILITARY
PERSONNEL

1. Purpose. To provide information and regulations governing the use of automobile storage for deployed, unmarried military personnel located at NBSD.
2. Responsibility. The MWR IPD will establish internal operating procedures for receiving, safeguarding and control of automobiles of eligible personnel.
3. Eligibility. The use of discounted storage facilities is limited to active duty, unmarried military personnel (commissioned or enlisted), who are on orders to report within 30 days or who are currently attached to a unit scheduled to deploy over 90 days. An exception to marital status will be made for service members who are geographic bachelors, or geographically separated from an active duty spouse due to the fact that they are both on active duty and at different duty stations. This applies only to units homeported at NBSD. A copy of orders or command letter must be presented at the time application for storage is made, along with verification of marital status bearing the ship's seal. Exceptions will be considered on a case-by-case basis.
4. Automobile Storage
 - a. Automobile storage is limited to the personal property of the applicant, as established by registration and is limited to one vehicle per person.
 - b. The term automobile is limited to self-propelled vehicles, including motorcycles and scooters, but not boats, boat trailers, house trailers, RVs, cargo trailers, bicycles, etc. The above vehicles, which do not qualify for discounted storage, may be stored in Naval Base MWR recreational vehicle storage lots for a fee (enclosure (7) refers).
 - c. Application for storage or removal from storage will be made with the MWR Auto Hobby Shop attendant, building 3234, prior to 1500 on the day the automobile is to be placed in or taken out of storage. Unit Commanders should make prior arrangements when large numbers of vehicles from their command are going to be placed in, or removed from, storage by contacting the Auto Hobby manager.

d. Stored automobiles may be released to other than the person originally storing the property upon presentation of written authorization from the person who originally stored the vehicle. The authorization must be notarized or sworn to before a military officer authorized to administer oaths, and will bear the command seal. Automobiles so released from storage may not be returned to storage until circumstances permitting storage again exist. Automobiles sold while in storage may be released to the new owner upon presentation of a properly executed sales document. Automobiles may be released to the heir of a deceased owner upon presentation of proper documentation.

e. Vehicles must be removed from storage within ten working days upon return from deployment. Automobiles left in storage beyond the authorized storage period are subject to being impounded off-base at owner's expense, unless operational necessity is certified by the service member's command.

5. Insurance

a. The government assumes no liability for vehicles (or their contents) stored or shipped under the provisions of this instruction. The government will, however, review claims for damages to vehicles while stored in the secure parking lot.

b. Owners of automobiles must have a current decal to drive aboard the base. Maintenance of additional insurance, i.e., fire, theft, collision, uninsured motorists, etc., during the period of actual storage, is at the discretion of the owner.

RECREATIONAL VEHICLE/PERSONAL VEHICLE STORAGE

1. Purpose. To provide information and regulations governing the use of recreational vehicle/personal storage for vehicles at the Naval Base Auto Hobby Shop.

2. Responsibility. The MWR IPD will establish internal operating procedures for receiving, safeguarding and control of automobiles of eligible personnel.

3. Eligibility.

a. Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

b. Military reservists in a drill pay status.

c. Authorized military immediate family members.

d. NRSW DoD civilian employees.

4. Automobile Storage

a. Recreational vehicle/personal vehicle storage is limited to the personal property of the applicant, as established by registration and is limited to one vehicle per person.

b. The term personal vehicle includes self-propelled vehicles, including motorcycles and scooters, boats, boat trailers, house trailers, cargo trailers, bicycles, etc.

c. Application for storage or removal from storage will be made with the MWR Auto Hobby Shop attendant, building 3234.

d. Application for storage or removal from storage will be made with the MWR Auto Hobby Shop attendant, building 3234, prior to 1500 on the day the automobile is to be placed in or taken out of storage. Unit Commanders should make prior arrangements when large numbers of vehicles from their command are going to be placed in, or removed from, storage by contacting the Auto Hobby manager.

e. Stored automobiles may be released to other than the person originally storing the property upon presentation of

written authorization from the person who originally stored the vehicle. The authorization must be notarized or sworn to before a military officer authorized to administer oaths, and will bear the command seal. Automobiles sold while in storage may be released to the new owner upon presentation of a properly executed sales document. Automobiles may be released to the heir of a deceased owner upon presentation of proper documentation.

5. Insurance

a. The government assumes no liability for vehicles (or their contents) stored under the provisions of this instruction. The government will, however, review claims for damages to vehicles while stored in the secure parking lot.

b. Owners of automobiles must have a current decal to drive aboard the station. Maintenance of additional insurance, i.e., fire, theft, collision, uninsured motorists, etc., during the period of actual storage, is at the discretion of the owner.

NAVAL BASE SAN DIEGO MOVIE THEATER

1. Purpose. To provide information and regulations governing the use of the use of the NBSD movie theater.
2. Information. Located in building 71, on the corner of Senn Road and McLanaman Street.
3. Facilities/availability. This is a 758 seat theater that shows free nightly movies and is also used during the day for the purpose of conducting meetings, briefings and change of command ceremonies. This facility provides quality seating, an upgraded JBL DB 650 5.1 EX digital surround sound system and modern snack bar area.
4. Eligibility
 - a. Military personnel; active duty and retired holding valid Common Access Card or retired military ID.
 - b. Military reservists in a drill pay status.
 - c. Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.
 - d. NRSW DoD civilian employees.

ADMIRAL ROBINSON RECREATION CENTER

1. Purpose. To provide information and regulations governing the use the Admiral Robinson Recreation Center.

2. Information. Located in building 3223, on the corner of Vesta Street and Norman Scott Road.

3. Facilities

a. Bowling Center. The Navy's largest bowling center includes 40 synthetic bowling lanes and approaches, automatic scoring, and bumper bowling for children. A full-service pro shop, 16 full size billiard tables and an arcade with 45 video/pinball machines is also offered. The center offers adult, junior, senior and adult/junior bowling leagues. Wide varieties of bowling tournaments are held each year. Programs in the center include: free bowling and billiards specials for active duty; command and children's parties; red-pin bowling. Electronic Bingo is available during normal business hours and Call Bingo is held every Saturday night.

b. Outdoor Adventure Center. This program is committed to providing outdoor equipment in order to encourage and promote organized and self-directed outdoor activities, and rents various items in support of outdoor recreational activities. The facility also offers party rentals for command events and personal parties.

c. Corner Pin Café. Open daily during bowling center hours, the Corner Pin Café provides breakfast and lunch menu items as well as daily specials.

4. Eligibility

a. Military personnel; active duty and retired holding valid Common Access Card or retired military ID.

b. Military reservists in a drill pay status.

c. Authorized military immediate family members. All children under the age of 10 must be under the direct supervision of a parent.

d. NRSW DoD civilian employees.

BANQUET FACILITIES/CATERING PROGRAM

1. Purpose. To provide information to authorized patrons of the facilities located at NBSD that are available for catering parties and picnics, and to provide information concerning the use of these facilities.

2. Information. All catering onboard NBSD and remotely located facilities, including Admiral Baker Recreation Area, will be provided exclusively by the NBSD Dining Services (DS) Department. Catering Programs are located in the Anchors Catering and Conference Center, building 3210 and Admiral Baker Clubhouse, building 3604. Hours of operation are Monday through Friday from 0800-1630, and Saturday by appointment only.

3. Facilities/Availability

a. Admiral Robinson Recreation Center. A Banquet Room is located inside the recreation center, building 3223, on the corner of Vesta Street and Norman Scott Road. There is a private patio entrance from the parking lot. This facility has all necessary audio/visual equipment for meetings/conferences, and a stage, bar and dance floor for parties. This facility will accommodate groups of up to 200.

b. Admiral Baker Clubhouse. This facility is located at Mission Gorge, approximately one-half mile east of Interstate 15 at the intersection of Friars and Santo Roads. The Admiral Baker Clubhouse is available Monday through Sunday from 0600-2400. The clubhouse is located on the golf course greens with exterior well-lighted patios. Capacity of this facility is 250.

c. Auditorium. Located in building 71 near Pier 2. Available for meetings/briefings Monday through Friday from 0700-1630. Capacity 758.

d. Anchors Catering and Conference Center. This facility, located in building 3210 on the corner of Yama and Norman Scott Roads, can accommodate parties, meetings or conferences in four separate areas and has a large dining area. Rooms and capacity are: Pacific Room (150), Hall of Fame Room (100), Mediterranean Room (50) and Atlantic Room (120). The whole facility or individual rooms, can be reserved for private or command functions. There are separate bars and a dance floor. Audio/video equipment is available.

4. Eligibility

a. Active duty and retired military personnel, reservists, authorized family members and DoD civilians and their family members.

b. For use of the Admiral Baker Picnic Area, see enclosure (2).

5. Identification. Proper identification must be presented prior to signing a contract.

6. Group, Fees and Charges. Depending on the event, various fees are levied for meetings and catered events. For current prices, contact the Catering Department.

7. Entertainment Policy Standards. Appropriate standards of discretion, modesty and good taste must be used in the selection of all entertainment, whether contracted directly by the management of a facility or by an individual booking private parties.

8. Responsibility of the Sponsor

a. A private party contract, as required by reference (a), must be signed by the sponsor a minimum of 14 days prior to an event. Failure to do so will result in automatic cancellation.

b. Payment in full is required five business days prior to an event unless prior arrangements are made.

c. No alcoholic beverages can be brought into MWR/DS indoor, or patio facilities. Only alcoholic beverages provided by MWR/DS may be consumed in these areas.

d. The event sponsor is responsible for ensuring that anyone under the influence of intoxicants is accompanied when leaving the facility.

e. Alcohol will not be served to minors. Proper identification will be required.

f. The sponsoring command/activity/patron will assume full financial responsibility for any damage and will be required to

reimburse Naval Base MWR/DS Department for any damage resulting from persons attending the event. Sponsors of parties are responsible for attendees at all times.

g. Facilities will not be used to host catered events for personal, professional or charitable fund raisers with the exception of the Combined Federal Campaign (CFC) and Navy and Marine Corps Relief Society.

SUSPENSION OF PRIVILEGES AT MWR FACILITIES

1. Purpose. To establish procedures for taking certain administrative actions against authorized patrons of MWR facilities, who are involved in combative behavior resulting in physical violence, use abusive language, threaten an employee or patron, or in any way disrupt the order of business at a MWR facility.

2. Information. The purpose of the MWR Department is to provide entertainment, recreational opportunities and facilities for active duty and retired military personnel, family members, and eligible DoD civilian employees. Disorderly behavior, whether by physical violence or the use of abusive and threatening language, discourages the use of these facilities and negatively impacts on the quality of the MWR Program.

3. Action

a. Any authorized patron who becomes involved in combative situations where physical violence occurs, or who uses threatening or abusive language will, at a minimum, have their privileges suspended for six months at the MWR facility where the altercation occurs and other facilities as deemed appropriate. A second offense will result in, at a minimum, privileges being suspended for one year from all MWR facilities. These suspensions are independent of any other disciplinary action taken by respective commands.

b. Active duty personnel involved in combative situations, where physical violence occurs, or where threatening or abusive language is used, will be served a "Suspension of Privileges" letter from CO, NBSD advising of specific restrictions. Any attempt to enter a facility specifically prohibited by the suspension is a violation of the UCMJ, Article 92: Failure to Obey a Lawful Order.

c. Civilian personnel, retired military and family members who attempt to re-enter a facility after being issued a suspension letter are subject to a fine of not more than \$500, or imprisonment for not more than six months, or both, under the authority of Title 18, United States Code, Section 1382.

d. Guests of authorized personnel who are involved in physical violence, or who use threatening or abusive language,

or in any way interfere and/or disrupt the good order of business will, as a minimum, be barred from that MWR facility for one year and may be permanently barred from all MWR facilities.

e. Suspensions may be appealed in writing to the CO, NBSD. Appeals must state why privileges should not be suspended. Suspensions will be final if an appeal is not received within 15 days from receipt of the "Suspension of Privileges" letter.

f. Copies of suspension letters or barring orders from one or more MWR facilities will be disseminated to respective NBSD activities, or other bases as deemed to be appropriate.

(1) Managers of the MWR facility indicated in the correspondence will ensure suspension information is disseminated within the division and strictly enforced.

(2) Any violations, or attempts to violate suspension restrictions, will be immediately reported to the NBSD Security Department.

MWR TELEPHONE NUMBERS

<u>Office</u>	<u>Telephone Number</u>
MWR Installation Program Director, Mr. Vogel	(619) 556-7029
A&W Restaurant/Recreation Center	(619) 556-9110
Admiral Baker Clubhouse Café	(619) 556-0447
Admiral Baker Clubhouse Catering Office	(619) 556-5502
Admiral Baker Golf Course	(619) 556-5520
Admiral Baker Pool (15 May - 15 Oct)	(619) 556-5504
Admiral Baker RV Park and Picnic Office	(619) 556-5525
Admiral Prout Field House Gym	(619) 556-7444
Admiral Prout Field House Pool	(619) 556-8659
Anchors Catering Office	(619) 556-7888
Athletic and Sports Office	(619) 556-7444
Auto Hobby Shop/Vehicle Storage	(619) 556-7009
Bowling Center	(619) 556-7486
Corner Pin Café (Bowling Center)	(619) 556-9083
Harborside Sports and Fitness Complex	(619) 556-2064
Information, Tickets and Tours (ITT)	(619) 556-2173
JavaNet Internet Café	(619) 556-2154
Lock and Leave Personal Storage	(619) 696-1165
Metro Village	(619) 556-1915
Mussells Gym	(619) 532-1341
NBSD Golf Practice Center	(619) 556-7502
Outdoor Adventure Center/Gear Rental	(619) 556-7493
Picnic Area Reservations	(619) 556-7444
Racquetball Courts	(619) 556-7452
Recyard Liberty Center	(619) 556-5085
Tennis Courts/Basketball Courts	(619) 556-7452
The Olde Gym	(619) 556-7450
Theater (Movie Information)	(619) 556-5568
Theater/Auditorium (Reservations)	(619) 556-6361
Welldeck Pizza Parlor	(619) 556-9605