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

NAVSUPPACT NAPLES INST 11104.1B
N92

- 2 OCT 2012

NAVSUPPACT NAPLES INSTRUCTION 11104.1B

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

Subj: A-1 CONFERENCE ROOM USAGE

1. Purpose. To issue policy and procedures for use of the A-1 Conference Room that pertains to the Morale, Welfare and Recreation (MWR) Department.

2. Cancellation. NAVSUPPACT NAPLES INST 11104.1A

3. Information

a. The Conference Room (Capo Inn Conference room A-1 is located in building 453, U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy, Capodichino site. The Conference room can adequately accommodate groups (of up to 50 occupants) for conferences, meetings, training sessions and private functions coordinated through the MWR Department.

b. MWR Hospitality Division is responsible for the central reservation and maintenance of the facility.

c. 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. Groups will not exceed the load capacity of 50 occupants.

c. An MWR Party contract must be signed at time of booking, and agreement on fees and terms for daily usage including set up and securing of all items at a cost of $100. An initial deposit of ten percent or $50, whichever is greater, is required when

booking the specific area. Full payment is due on the day of the event. Fee is waived for MWR catered events of $200 or more per day.

d. Catered requirements must be contracted through MWR, with the exception of ceremonial cakes. The room is not to be used for unauthorized functions or consumption of outside meals.

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 at DSN: 626-4050, COMM: 081-568-4050 or via e-mail to maria.errichiello.it@eu.navy.mil.

b. All changes and/or cancellations must be submitted in writing and accepted by MWR Hospitality within five days of the scheduled event. All expenses incurred as a result of preparation, shall be charged to the host.

c. The setup/breakdown shall be completed within the scheduled timeframe. The event sponsor is responsible for placing the event and directional signage in the appropriate location. No tape or tacks are authorized. The event sponsor is responsible for all additional equipment, materials and supplies.

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