

**III CORPS AND FORT HOOD REGULATION 28-3**

Welfare, Recreation and Morale

**ASSIGNMENT AND UTILIZATION  
OF  
THEATER AND AUDITORIUM FACILITIES**

**7 JUN 2011**

# SUMMARY OF CHANGE

Fort Hood Regulation 28-3  
Assignment and Utilization of Theater and Auditorium Facilities

This regulation dated 7 Jun 2011 —

- Adds responsibility for Directorate of Emergency Services.
- Updates referenced regulation.
- Adds hours for cleaning.
- Adds Instructions for requesting use of Palmer Theater and Howze Auditorium.
- Adds procedures for using units and other agencies on the Installation.
- Adds updated Chief of Staff.
- Changes responsibility from Directorate of Community Activity and G3 Training 1st Cavalry Division for scheduling the facilities to Directorate of Plans, Training, Mobilization, and Security.

Welfare, Recreation, and Morale  
**ASSIGNMENT AND UTILIZATION OF THEATER AND AUDITORIUM FACILITIES**

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**History.** This is an administrative change. The summary of change outlines relevant changes in this issue.

**Summary.** This regulation establishes procedures for assignment and use of theater facilities on Fort Hood.

**Applicability.** This regulation applies to all personnel including military personnel and units; military Family Members; Department of the Army civilian employees; contract personnel; and other personnel and units assigned, attached, or in training at Fort Hood.

**Supplementation.** Supplementation is prohibited without approval.

**Suggested improvements.** The proponent of this regulation is the Office of the Garrison Commander, Directorate of Plans, Training, Mobilization, and Security (DPTMS). Send comments and suggested improvements to Commander, USAG, ATTN: IMWE-HOD-PLO, Fort Hood, Texas 76544-5016.

FOR THE COMMANDER:

JOSEPH DISALVO  
BG, GS  
Chief of Staff

*Official:*



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DISTRIBUTION:  
IAW FH FORM 1853: S

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**OVERVIEW**

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**1****Purpose**

This regulation establishes procedures for assignment and use of theater and auditorium facilities.

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**1a****References**

Appendix A lists required and related publications and referenced forms

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**1b****Abbreviations and Terms**

The glossary lists abbreviations and terms used in this regulation.

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**1c****Scheduling**

To schedule either facility in paragraphs 1e and 1f, please contact the Directorate, Plans, Training, Mobilization and Security (DPTMS), Operations located in Building 1001, 2nd floor, Room W217, on 761st Tank Battalion Avenue, Fort Hood, Texas 76544 or call 288-5048 or 285-6990.

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**1d****Palmer Theater**

Palmer Theater:

- Is in building 334, on 761<sup>st</sup> Tank Destroyer Avenue, Fort Hood, Texas.
- Has a seating capacity for 742 occupants (see theater diagram at figure 3-1).
- Hours of operation: Installation units, agencies, and US Army Garrison (USAG) Directorates may schedule the facility for training, briefings, or other military activities during normal duty hours from 0800 through 1600.

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**1e**

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**Howze Auditorium**

Howze Auditorium:

- Is in building 33000 on Battalion Avenue, Fort Hood, Texas.
- Has a seating capacity for 986 occupants (see auditorium diagram, at figure 3-2).
- Hours of operation: Installation units, agencies and USAG Directorates may schedule the facility for training, briefings, or other military activities during normal duty hours of 0800-2200 Monday, Wednesday and Thursday. Due to janitorial services, the facility may only be reserved between 0900-2200 on Tuesday and Friday.

1f

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**RESPONSIBILITIES**

2

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**Army and Air Force Exchange Service (AAFES)**

Army and Air Force Exchange Service (AAFES) (Palmer Theater):

- Provides janitorial service for the theater facility.
- Initiates emergency work orders, general work orders and service orders directly to the Directorate, Public Works (DPW).
- Procures entertainment motion-pictures and arranges for transportation of films ensuring delivery and receipt.
- Operates and services refreshment stands.
- Schedules service visits by the AAFES motion picture engineer.
- Staffs management inspections.
- Operates, manages and supervises motion-picture service activities, personnel, property and funds.
- Prescribes theater personnel authorizations.
- Provides and maintains theater operating equipment used for showing entertainment motion pictures.

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**Army and  
Air Force  
Exchange  
Service  
(AAFES)  
(continued)**

- Prescribes procedures for patronage control at motion picture theaters.
- Provides technical assistance and training.
- Establishes services in compliance with recommendations of major commands.
- Establishes motion picture schedules.
- Schedules and distributes film programs, previews, and advertising material.
- Provides access control to facility during AAFES paid admissions.

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2a

**Directorate  
Plans,  
Training  
Mobilization  
and Security  
(DPTMS)**

For Palmer Theater, DPTMS:

- Schedules the theater facility for military training or other activities during normal duty hours.
- Staffs management inspections.

For Howze Auditorium, DPTMS:

- Provides janitorial service for auditorium facility.
- Initiates emergency work orders, general work orders, and service orders directly to DPW.
- Staffs management inspections.
- Establishes services in compliance with recommendations of major commands.
- Schedules the auditorium for military training or other activities during normal duty hours and non-duty hours.
- Prescribes auditorium personnel authorizations.
- Provides access control to the auditorium facility.

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2b

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**Building control and maintenance**

- AAFES signs for Palmer Theater from DPW, Real Property Section.
- DPTMS signs for Howze Auditorium from DPW, Real Property Section.
- Work order and service order requests for all maintenance requirements or repairs for either facility are submitted to DPW, who maintains a work order and service order register for facility repairs.
- DPTMS building custodian hand receipts building keys to major subordinate commands (MSCs), US Army agencies, and USAG Directorate representatives on the day or days of training.

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2c

**Directorate Emergency Services (DES)**

The Directorate, Emergency Services (DES):

- Conducts fire protection system inspections.
- Ensures facility meets all Life Code requirements.

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2d

**Directorate, Public Works (DPW)**

The Directorate, Public Works (DPW):

- Provides repair and maintenance support to theater facilities and installed property, such as theater seats and emergency lighting.
- Provides adequate fire protection equipment.
- Performs emergency repairs to theater facilities and installed property.

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2e

**Using units**

All using units:

- Ensure personnel using facilities are supervised and not permitted to enter AAFES controlled areas (for example, offices, ticket booth, projection booth, and storage areas).
- Ensure theater facilities and restrooms are clean after use.

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**Using units  
(continued)**

- Police outside areas.
- Ensure facilities are used strictly for intended use.
- Ensure control and/or use is not passed to third parties.
- Secure building after use.

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2f

**Cleaning**

Howze Auditorium is closed for cleaning between 0600-0900 every Tuesday and Friday.

- Training will not be scheduled during this time.

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2g

**INSTRUCTIONS FOR REQUESTING USE OF PALMER THEATER AND HOWZE AUDITORIUM**

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3

**Use of  
Palmer  
Theater**

To request use of Palmer Theater submit an email to [hood.palmer.theater.requests.distro@conus.army.mil](mailto:hood.palmer.theater.requests.distro@conus.army.mil) with the following information:

- Unit.
- Point of contact (POC) name.
- Telephone number.
- Date(s) and times requested.
- Type of training.

To view the calendar for Palmer Theater, go to the following website: <https://moss.hood.army.mil/garrison/garr/dptms/Operations/Lists/Palmer%20Theater/calendar.aspx>

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3a

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**Use of  
Howze  
Auditorium**

To request the use of Howze Auditorium submit and email to [Hood.Howze.Theater.Requests.Distro@conus.army.mil](mailto:Hood.Howze.Theater.Requests.Distro@conus.army.mil) with the following information:

- Unit
- POC name
- Telephone number
- Date(s) and times requested
- Type of training

To view the calendar for Howze Auditorium go to the following website: <https://moss.hood.army.mil/garrison/garr/dptms/Operations/Lists/Howze%20Theater/calendar.aspx>

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3b

**Reservations**

Reservations will not be made by telephone.

You must use the steps listed in paragraph 3a and 3b above to reserve either facility.

You will receive a confirmation e-mail, which will include:

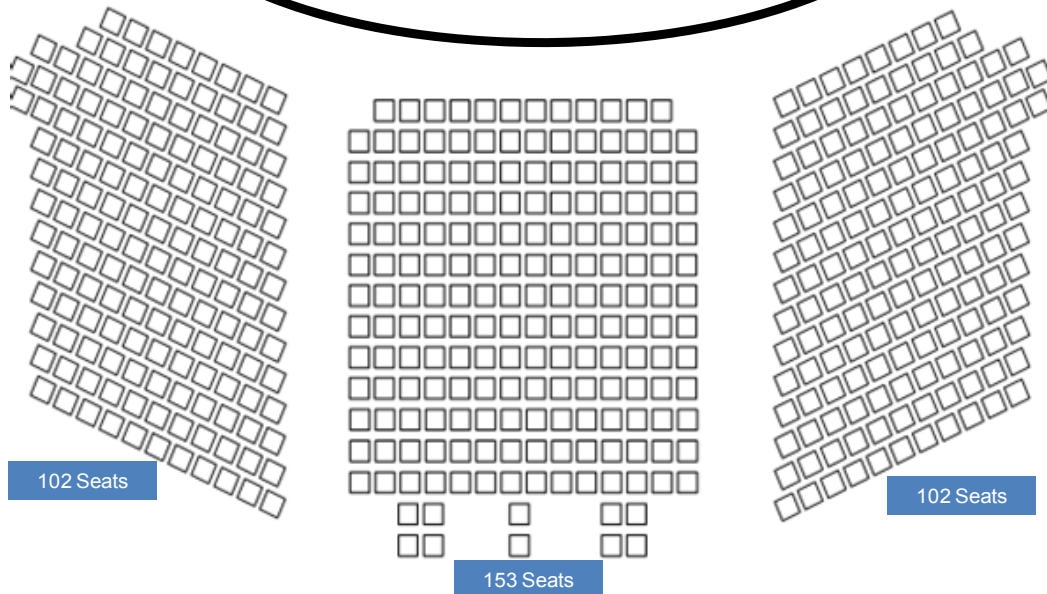
- A user agreement.
- A building checklist.

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3c

# Palmer Theater (742 seats)

Front Sections 357



Back Sections 385

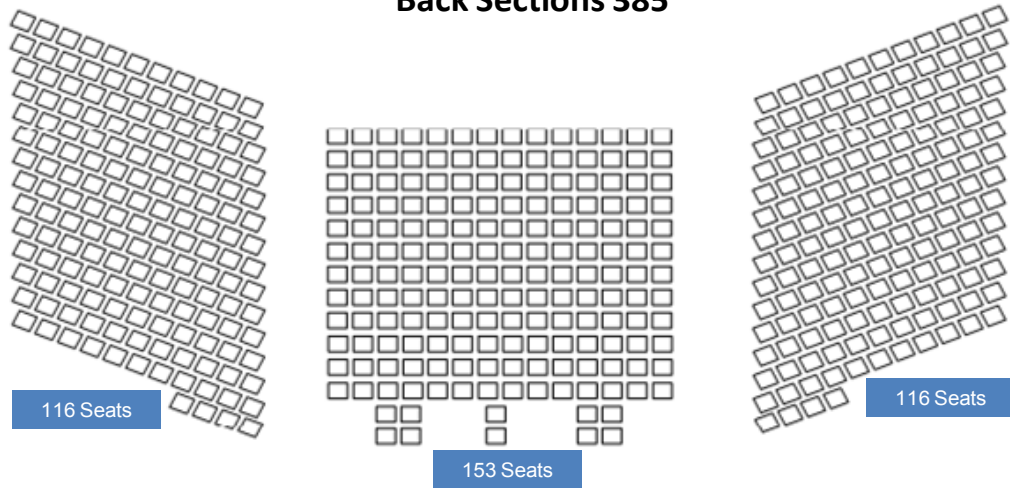
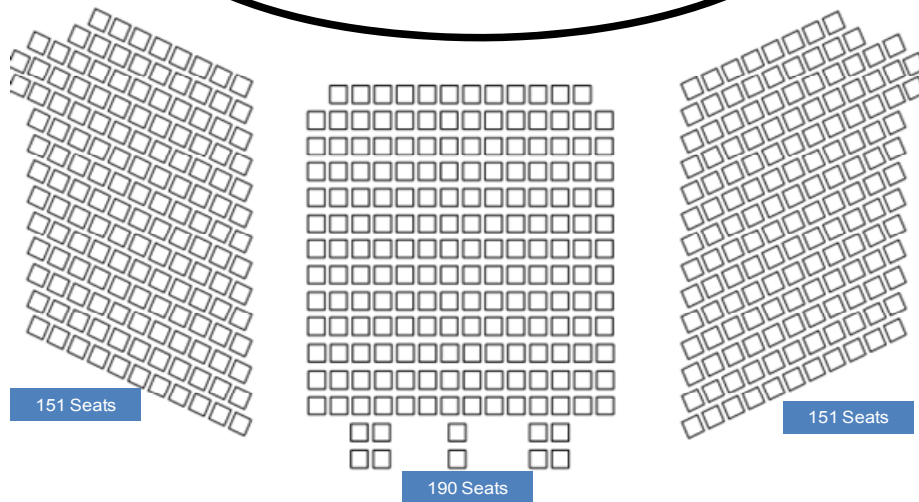


Figure 3-1. Palmer theater

# Howze Auditorium (986 seats)

Front Sections 492 seats



Back Sections 494 seats

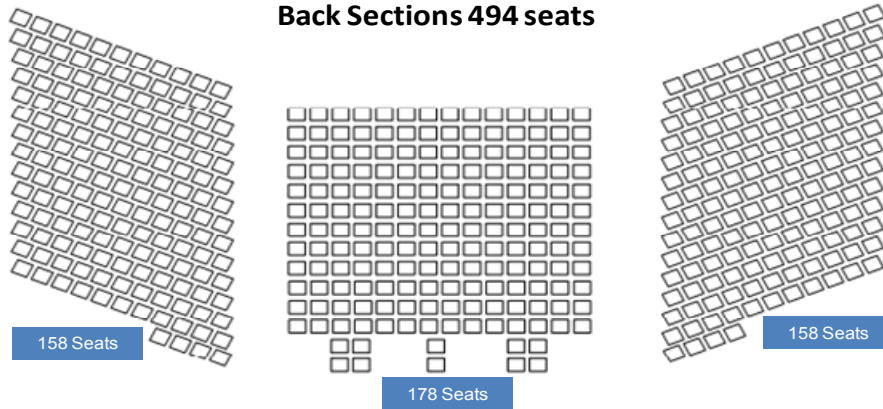


Figure 3-2. Howze auditorium

**Appendix A**  
**Abbreviations and terms**

**Section 1**  
**Required references**

**AR 215-1**

Administration of Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities

**AR 60-10/AFR 147**

Update Customer Service Handbook for Non-Appropriated Fund Property and Maintenance

**Section II**  
**Related references**

This section not used

**Section III**  
**Referenced forms**

**Fort Hood Form 1853**  
Distribution Scheme

## **Glossary**

### **Section I Abbreviations**

#### **AAFES**

Army-Air Force Exchange Services

#### **DPTMS**

Directorate of Plans, Training, Mobilization and Security

#### **DPW**

Directorate of Public Works

#### **IAW**

in accordance with

#### **MSC**

major subordinate command

#### **POC**

point of contact

#### **USAG**

United States Army Garrison