

III CORPS AND FORT HOOD REGULATION 28-3

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

Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood, TX 76544
10 January 2013

UNCLASSIFIED

SUMMARY OF CHANGE

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

This regulation revision date is January 10, 2013.

- Updates referenced regulation.
- Adds dates and 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.
- Adds Command Authority.
- Changes in scheduling the facilities to Directorate of Plans, Training, Mobilization, and Security. All units must go through Range Facility Management Support System (RFMSS).

**Welfare, Recreation and Morale
Assignment and Utilization of Theater and Auditorium Facilities**

History. This supersedes III Corps and Fort Hood Regulation 28-3 dated 7 June 2011.

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: IMHD-PLO, Fort Hood, Texas 76544-5016.

FOR THE COMMANDER:

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OVERVIEW

1

Purpose

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

1a

Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1b

References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1c

Building Custodian

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

1d

Palmer Theater

- **Location:** Building 334, 761st Tank Destroyer Avenue, Fort Hood, TX.
 - **Seating Capacity:** 742 (see Theater Diagram page 7).
 - **Hours of Operation:** Installation units, agencies, and US Army Garrison (USAG) Directorates may schedule the facility for training, briefings or other military activities during the following hours 0800-1600.
-

1e

Howze Auditorium

- **Location:** Building 33000, Battalion Avenue, Fort Hood, TX.
- **Seating Capacity:** 986 (see Auditorium Diagram page 8).
- **Hours of Operation:** Installation units, agencies and USAG Directorates may schedule facility for training, briefings or other military activities during the following hours 0800-2200 Monday, Wednesday, and Thursday. Due to janitorial services the facility may only be reserved 0900-2200 on Tuesday and Friday.

1f

Responsibilities

2

Army-Air Force Exchange Services (AAFES)

- Provides joint janitorial service with DPTMS for theater facility.
- Initiates emergency work orders, general work orders and service orders directly to the Directorate of 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.
- Prescribes procedures for patronage control at motion picture theaters.
- Provides technical assistance and training.

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-
- 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.

2a

DPTMS (Palmer Theater)

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

2b

DPTMS (Howze Auditorium)

- 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.
- Schedule 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.

2c

DPTMS / AAFES

- 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.
- 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 US Army Garrison (USAG) Directorate representatives on the day or days of training.

2d

Directorate of Emergency Services (DES)

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

2e

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.

2f

Using Units Responsibilities (ALL UNITS)

- Ensure personnel using facilities are supervised and are 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.

(continued on next page)

- Ensure outside areas are policed.
- Ensure that Facilities are used strictly for intended use.
- Ensure that control/use is not passed to third parties.
- Secure building after use.

2g

Cleaning

- Howze Auditorium is closed for cleaning from 0600-0900 Tuesdays and Fridays. During this time no training will be scheduled.

2h

INSTRUCTIONS FOR REQUESTING USE OF PALMER THEATER AND HOWZE AUDITORIUM

All Agencies, Units, and Directorates on the Fort Hood Server will use the Range Facility Management Support System (RFMSS) when requesting use of Howze Auditorium and Palmer Theater.

After requesting use of Palmer Theater submits an email to: Hood.Palmer.Theater.Requests.Distro@conus.army.mil informing the DPTMS Operations personnel that your request is in RFMSS.

After requesting use of Howze Auditorium submits and email to: Hood.Howze.Theater.Requests.Distro@conus.army.mil informing the DPTMS Operations personnel that your request is in RFMSS.

For Units and Agencies that are not on the Fort Hood Server: Warrior Transition Brigade (WTB), Dental Command (DENTAC), Carl R. Darnall Army Medical Center (CRDAMC), Red Cross, AFFES, Defense Exchange Commissary Agency (DECA) and Fort Hood Family Housing (**ONLY!**) will send requests to the appropriate facility email address above and provide the following information:

- Unit:
- POC Name:
- Telephone Number:
- Date(s) requested to use the theater:
- Time requested for use of theater:
- Type of Event/Training:

(continued on next page)

NOTE 1: The III Corps Commander, Command Sergeant Major and Chief of Staff has the authority to override Howze Auditorium and Palmer Theater reservations for command directed activities.

NOTE 2: No Reservations will be made by phone. You must use the steps listed above. You will receive a confirmation e-mail, which will include (1) a user agreement and (2) a building checklist.

2i

Appendix A References

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**

Appendix B Helpful Web Sites

Hood.Palmer.Theater.Requests.Distro@conus.army.mil informing the DPTMS

Hood.Howze.Theater.Requests.Distro@conus.army.mil informing the DPTMS

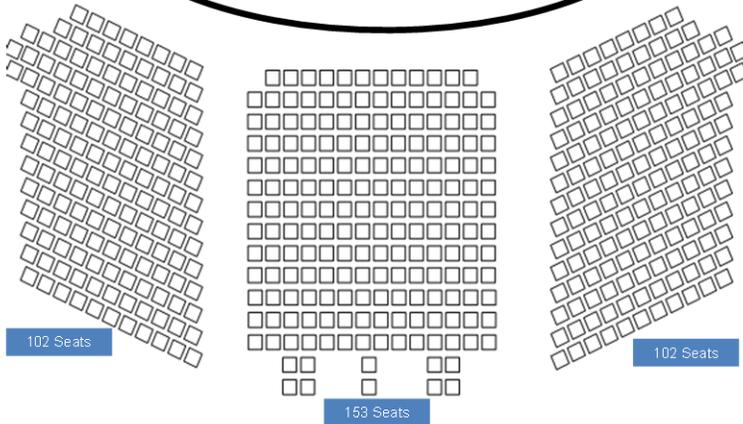
Appendix C Helpful Web Phone Numbers

254-288-5048

254-285-6990

Palmer Theater (742 seats)

Front Sections 357



Back Sections 385

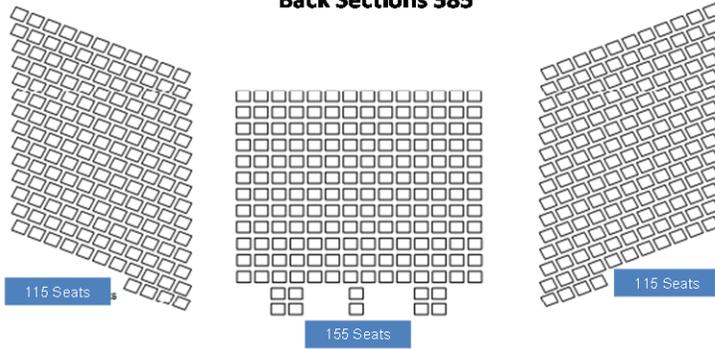
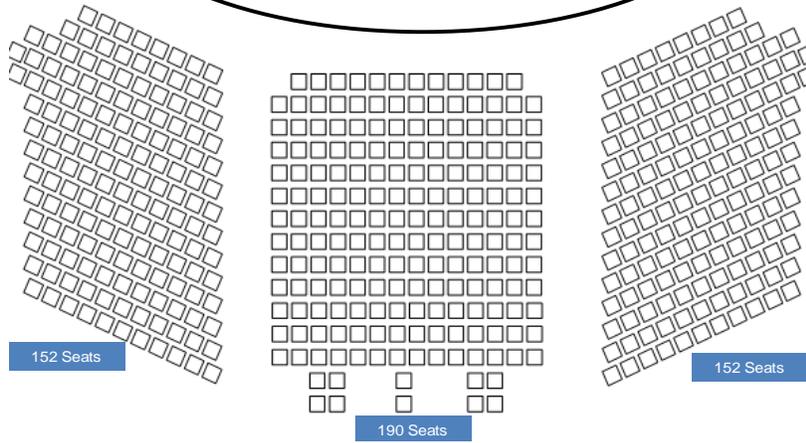


Figure A-1

Howze Auditorium (986) seats

Front Sections 492 seats



Back Sections 494 seats

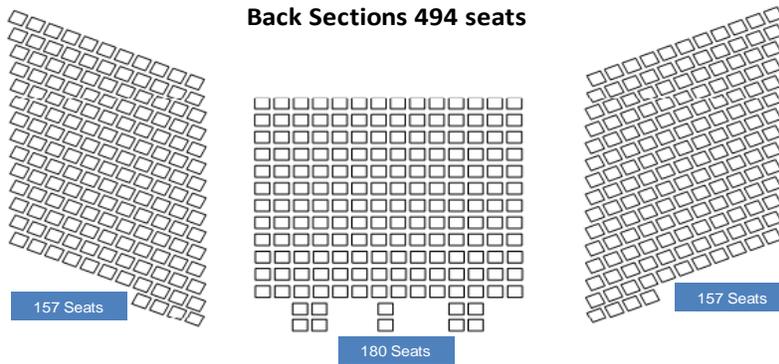


Figure B-1

Glossary

AAFES

Army-Air Force Exchange Services

DECA

Defense Exchange Commissary Agency

DENTAC

Dental Command

DPTMS

Director of Plans, Training, Mobilization, and Security

DPW

Directorate of Public Works

CRDAMC

Carl R. Darnall Army Medical Center

MSC(s)

Major Subordinate Commands

RFMSS

Range Facility Management Support System

USAG

US Army Garrison

WTB

Warrior Transition Brigade