

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
11 April 2016

UNCLASSIFIED

SUMMARY of CHANGE

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

This regulation revision date 11 April 2016.

- 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.

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

History. This supersedes III Corps and Fort Hood Regulation 28-3 dated January 10, 2013.

Summary. This regulation establishes procedures for assignment and use of theater / auditorium 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**

1. To schedule either facility below see paragraph 2i.
2. For facility management 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

Palmer Theater - Army-Air Force Exchange Services (AAFES)

- Signs for Keys to the facility from DPTMS, Operations.
- Provides joint janitorial service with DPTMS for theater facility, as needed.
- Initiates emergency work orders, general work orders and service orders directly to the Directorate of Public Works (DPW).
- Maintains a work order and service order register for facility repairs, while operating the facility.
- 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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- 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.

2a

Palmer Theater - **DPTMS**

- Signs for facility from DPW, Real Property.
- Schedule theater facility for military training or other activities during normal duty hours.
- Staffs management inspections.

2b

Howze Auditorium - **DPTMS**

- Signs for facility from DPW, Real Property.
- Provides janitorial service for auditorium facility.
- Initiates emergency work orders, general work orders and service orders directly to DPW.
- Maintains a work order and service request order registry for facility repairs.
- Staffs management inspections.

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- 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.
 - 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.
-

2c

Directorate of Emergency Services (DES)

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

2d

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.
-

2e

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.
-

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-
- 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.
 - Scheduling in Range Facility Management Support System (RFMSS). See paragraph 2h.
 - Person signing for key is responsible for turning in key.
 - Clearing process.

2f

Cleaning

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

2g

Instruction for requesting use of Palmer Theater and Howze Auditorium

All Agencies, Units, and Directorates on the Fort Hood Server will use the RFMSS when requesting use of Howze Auditorium and Palmer Theater.

After requesting use of Palmer Theater submit an email to:

usarmy.hood.usag.list.palmer-theater-request@mail.mil informing the DPTMS Operations personnel that your request is in RFMSS.

After requesting use of Howze Auditorium submit and email to:

usarmy.hood.usag.list.howze-theater-request@mail.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, AAFES, 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:

(continued on next page)

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

NOTE 1: The III Corps Commander, Command Sergeant Major and Chief of Staff have 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 to make a reservation. You will receive a confirmation e-mail, which will include (1) a user agreement and (2) a building checklist (Both documents must be on hand at the facility during use).

2h

Appendix A References

Required References

AR 215-8,
Military Morale, Welfare, and recreation programs and non-appropriated fund instrumentalities cited in para

FH Form 1853
Distribution Scheme

Appendix B Helpful Web Sites

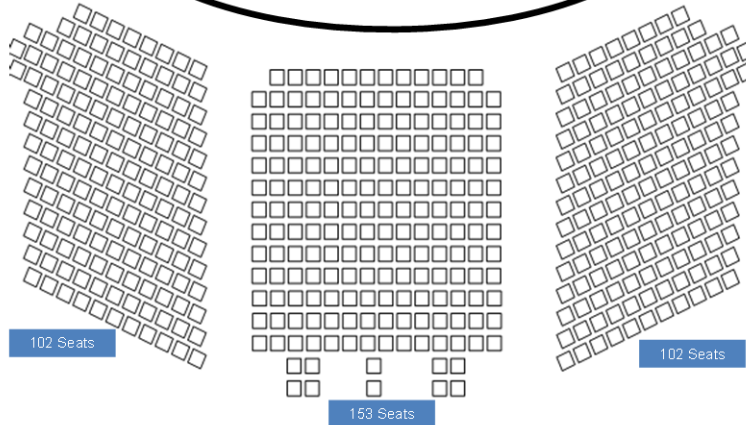
usarmy.hood.usag.list.palmer-theater-request@mail.mil informing the DPTMS
usarmy.hood.usag.list.howze-theater-request@mail.mil informing the DPTMS

Appendix C Helpful Web Phone Numbers

DPTMS, Operations Branch, 254-286-5259 254-285-6990

Palmer Theater (742 seats)

Front Sections 357



Back Sections 385

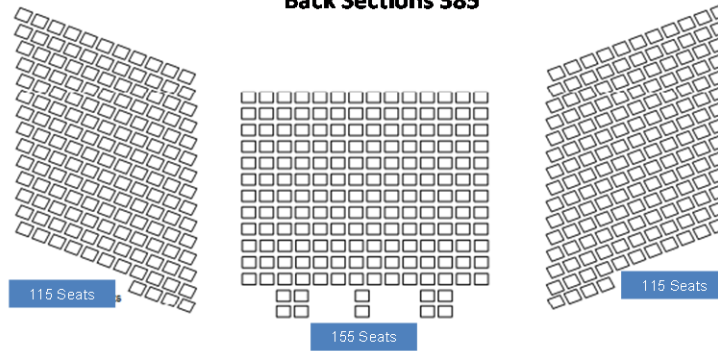
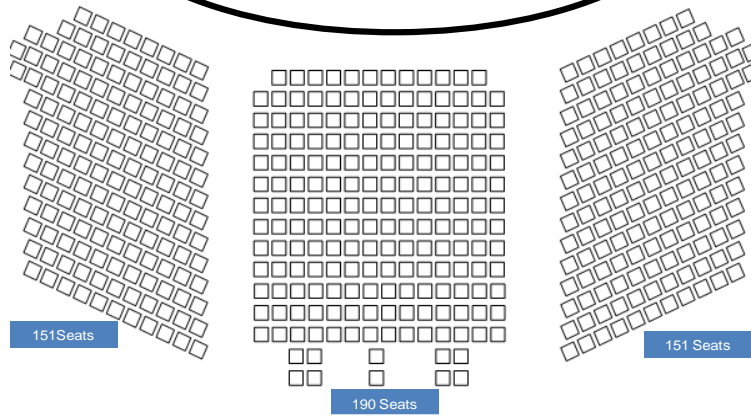


Figure A-1

Howze Auditorium (986) seats

Front Sections 492 seats



Back Sections 494 seats

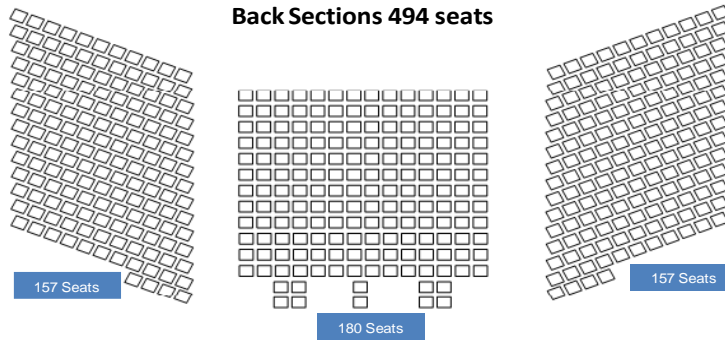


Figure B-1

Glossary

AAFES

Army-Air Force Exchange Services

DECA

Defense Exchange Commissary Agency

DENTAC

Dental Command

DES

Director of Emergency Services

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