



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NY 10996-1514

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #47

SUBJECT: Requesting Support of Weddings on West Point

1. References.

a. DoD Memorandum, Subject: Directive-Type Memorandum (DTM) 09-012, "Interim Policy Guidance of DoD Physical Access Control," dated 2 December 2009.

b. Message, DTG 101616Z OCT 13, Subject: Department of the Army Installation Access Control Program.

c. AR 215-1, Military Morale Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities, Chapter 7, dated 22 June 2010.

2. Purpose. The purpose of this policy is to establish guidelines for authorized individuals' use of West Point facilities for their wedding reception and/or taking wedding pictures at designated sites on the Installation.

3. Applicability. This policy memorandum applies to all wedding events held on West Point as prescribed in reference c above (Table 7-1).

4. Policy. Remittance of any costs incurred by West Point caterers to provide customer service requirements as outlined in this memorandum should be determined by caterers.

a. Weddings:

(1) The authorized caterers that can support weddings on West Point include the following: West Point Club (WPC), Director of Cadet Activities (DCA) and the Thayer Hotel. In addition, the Association of Graduates (AOG) hosts weddings at Herbert Hall with selected internal and/or external caterers supporting contracted weddings. When one of the Installation's caterers and/or AOG have a contractual agreement to support a wedding, they become the "event host" and must contact the DPTMS, Force Protection Officer (FPO) to provide the date/time of the scheduled wedding on West Point.

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In addition to catering, any agreement to provide support for the wedding constitutes fulfilling the requirement of being the 'event host'. It is contingent upon the 'event host' to complete all of the coordination and not the requesting wedding party. The FPO will coordinate with the Military Police to ensure the security gate guards are aware of the planned event/date/time.

(2) The respective 'event host' will submit a Security Assessment Team (SAT) Form (Encl 1) and Wedding Event Information Form (Encl 2). The Wedding Event Information form will be completed by the event host and client(s) and then submitted to the FPO. The SAT form must be completed by the event host and submitted to the FPO, as soon as possible, but NLT 14 days prior to the scheduled wedding.

(3) When a host for the wedding receives a customer request to enhance their wedding reception (fireworks, fly over, use of animals), they will not commit to the requests. The event host must contact the FPO to discuss the request and receive guidance to convey back to the respective contracted customer. The event host will not direct the customer to coordinate or make their request for support with the FPO or any other office on West Point. If the wedding request involves the use of off Installation catering or entertainment (band or other musical ensemble), the information, including company name, must be annotated on the SAT form.

(4) If the wedding party plans include using buses or vans to transport guests or wedding party personnel onto the Installation, this information, including arrival time(s), must be annotated on the SAT form. The event host will ensure a manifest containing the first name, last name and date of birth and/or passport number of each event attendee is sent to Directorate of Emergency Services (DES) no later than 48 hours prior to the event. On the day of the event, the vehicle(s) will stop at the West Point Visitors Center, Building 2107 for identification vetting prior to entering the Installation.

(5) The FPO will provide the completed SAT form to DES that will process the form and then ensures guests and wedding support personnel can gain access onto the Installation. After the form is processed, the specific event host must contact the DES directly for any additions to the SAT form. Note: Changes will not be allowed the day of the event.

(6) Support of weddings is not authorized on a home football game day which typically occurs on a Saturday, August through November. Prior to scheduling support for a wedding, the event host will refer to the published football schedule and the G3 calendar of scheduled events to determine whether the requested date is available. Note: If the football schedule dates are not confirmed when a wedding/reception is being coordinated, the event host must inform the customer that a date selected on a Saturday during the football season is contingent on there not being a home football game on that date.

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b. Wedding Photographs:


(1) There are only three sites approved for wedding pictures on the West Point Installation: Trophy Point Overlook, Lusk Reservoir or South Dock (Hudson River, West Bank). Approval to use any of these sites is subject to change. It is incumbent upon the event host to confirm with DPTMS Operations Office, at (845) 938-4905 that the site is still available NLT seven days prior to the scheduled use of the site.

(2) If a respective event host contracted to support a wedding and the customer requests to use one of the designated sites above for wedding pictures, then the respective host is responsible to coordinate this request through the FPO. This coordination will include immediately contacting the FPO with the date/time for this specific request of support. In addition, the event host will ensure this request and information, including a point of contact is included on the SAT form.

(3) Requests for wedding pictures that do not involve an Installation wedding or reception will be referred to the FPO for decision.

5. EXPIRATION. This policy is effective upon receipt.

Encls


ANDREW S. HANSON
COL, SF
Commanding