DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-PL

NOV 15 2011

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Garrison Commander's Policy Memorandum No. 46 — Use of Alexander and Olmstead Halls

1. Alexander and Olmstead Halls are the principle auditorium facilities on Fort Gordon, and they provide first-class space for speeches, programs, conferences, and meetings. This policy outlines the appropriate use of these halls, so that the halls will be used for appropriate purposes and will continue to be well-maintained.

2. These halls are intended for the use of the installation's active and reserve components, activities, and organizations. They are not intended for everyday use in conducting single-organization functions and meetings, nor are they intended for use by non-government organizations not associated with Fort Gordon. Alexander Hall will be used for functions with audiences in excess of 100; e.g., installation ceremony and events, major changes of command, and graduation exercises. Olmstead Hall will be used for functions with audiences of 100 or less.

3. Use of these halls must be scheduled in advance. Bookings for these halls are done strictly on a "first-come, first-served" basis. Once scheduled, a reservation may not be preempted without the approval of the Garrison Commander. The halls are available for scheduling during 0745 - 1545, Monday through Friday. Use of either hall outside of these hours is normally considered above the Common Level of Service (CLS), and overtime costs may be incurred and reimbursed in accordance with CLS current and/or Interservice Support Agreements (ISA's). Concurrent events will not be scheduled for these halls or their shared lobby. Requests to book either hall may be made by e-mail, at viratar@gordon.army.mil or by telephone, at 706-791-4190/4415, or in person, by visiting Alexander Hall, Building 29805, Room 103. The schedule for these halls is available for review on the calendars posted under the Fort Gordon Public Folders on Microsoft Outlook.

4. Alexander Hall has two backstage ready-rooms. The ready-room at stage left is available for use by any personnel participating in a scheduled event in the hall. The room at stage right, however, is the General Officer/Very Important Persons Ready-Room and is available for use only by General Officers, officers at the O6 level, and others as designated by the Protocol Office.

5. The sound and specialized lighting equipment in these halls will be operated only by the personnel staff of Alexander/Olmstead Hall or under their direct, personal oversight.

6. Food and beverages will not be served or consumed in either Alexander or Olmstead Hall. If served and consumed in the lobby, the food must be limited to "finger food," and beverages must be limited to clear or white drinks. Red, orange, and dark beverages will not be allowed.

7. Organizations using either hall are responsible for policing the hall and the bathrooms after any large function or event. If food or drink has been served or consumed in the lobby, the using organization must remove all trash, which includes emptying the trash cans, policing all areas inside and surrounding the hall, and vacuum, if necessary.

8. Requests for any exception to this policy should be submitted in writing at least four workdays prior to the event for which the exception is being requested. Such requests should be submitted through the DPTMS to the Garrison Commander.

9. POC is the DPTMS Plans Branch, 706-791-8264/4190/4415.

Robert A. Barker
ROBERT A. BARKER
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 17– Use of Alexander and Olmstead Halls, 12 November 2009.