



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON ALASKA  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

AUG 20 2024

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MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison (USAG) Alaska, Directorate of Plans, Training, Mobilization and Security (DPTMS), Last Frontier Community Activities Center (LFCAC) Standard Operating Procedures (SOP) for Ballroom Use and Reservation Process

1. Purpose. To provide guidance and establish procedures for unit's/personnel reserving and utilizing the Ballroom in Building 1044 (LFCAC).
2. Applicability. This SOP is applicable to all unit's and personnel that request the use of the Ballroom. This SOP will take effect 30 September 2024, in order to allow widest dissemination and honor previous existing reservations.
3. Reservation Process.
  - a. Facility usage requests will be processed on a first come, first served basis via email, or in person through DPTMS (Building 1555 Room 123) by submitting a Facility Reservation Request (Encl 1). Facility Reservation Request can be obtained by:
    - (1) In person at Building 1555 Room 123 DPTMS Operations.
    - (2) Email at USARMY Ft Wainwright ID-Pacific Mailbox DPTMS Plans and Ops [usarmy.wainwright.id-pacific.mbx.dptms-plans-and-ops@army.mil](mailto:usarmy.wainwright.id-pacific.mbx.dptms-plans-and-ops@army.mil).
  - b. Requests for reservations can be submitted up to 180 days in advance but must be submitted at a minimum of ten business days in advance (business days refer to Monday through Friday, non-holidays) of the first usage date on the request.
  - c. The unit, team, or individual (Soldier or DoD Civilian) requesting the reservation must fill out the Ballroom Reservation Request (Encl 1) and fill out all specific details required on form to include primary Point of Contact (POC) information for the event coordination.
  - d. The set up and tear down time must be included in your reservation time frame.
  - e. No tacks, staples, or tape allowed to be used on the walls of the Ballroom.

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f. The operating hours to sign for keys and equipment (podium, tables, and chairs) will be Monday – Friday 0800-1600. If event is over the weekend, the key and equipment issue will be at end of day Friday (Thursday if Friday is a Federal Holiday) and returned first thing Monday morning at 0800 (if Monday is a Federal Holiday then return key on Tuesday).

g. After event is completed, a walk through will be conducted prior to returning key to ensure everything was cleaned up and stored properly.

h. Priority for use are as follows:

(1) Official events – Changes of Command/Responsibilities, Retirement Ceremonies, Balls, etc.

(2) Soldier and Family Readiness Groups (SFRG) events.

(3) Mandated Training.

(4) All other events.

(5) Conflicting events will be decided through the chain of command. 11th Airborne Division events will be sent to G3 North to deconflict. All others will be staffed through USAG Alaska command.

4. Facility use and instructions.

a. Ballroom has a podium, folding tables and chairs for use. Unit will have to provide their own sound system. Additional tables and chairs can be reserved through Logistics Readiness Center (LRC).

b. Food and drinks (Non-Alcohol) are allowed as long as personnel are food handler certified.

c. Units/personnel must provide their own toiletries and cleaning supplies for the restrooms and for their events.

d. Ensure personnel clean-up after themselves, especially in the bathroom.

e. Post-use requirements. The Responsible Person must complete the following requirements after use of the facility:

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(1) Properly clean and return all equipment / property used (i.e. podium, tables, and chairs) to the location it was in before use of the facility. Chairs will be in stacks of ten.

(2) Sweep, vacuum and/or mop all floors, as appropriate, taking care to remove any spills and stains.

(3) Anything that is brought into the facility must be removed from the facility.

(4) Walk around the facility and ensure proper trash disposal.

(5) Turn off all lights and close and secure doors.

(6) Restore the facility to its original condition and return the keys to the DPTMS Facility Manager at the scheduled time following the event. Please ensure personnel clean up after themselves, especially in the bathroom.

f. DPTMS staff will provide the Unit use Checklist (Encl 2) upon confirmation of the reservation to the primary POC for review and acknowledgement through signing agreement.

5. The Point of Contact for this SOP is Felicia L. Jackson, Director of Plans, Training, Mobilization and Security, at 353-6612 or felicia.l.jackson.civ@army.mil.

2 Encls

1. Facility Reservation Request
2. Unit Use Checklist



FELICIA L. JACKSON

Director of Plans, Training, Mobilization  
and Security