**Use of Facilities**

J-TAG Picnic Area is a Category “A” facility that may be used by base organizations and community groups, provided there is no interference with previously scheduled activities. Groups with approved reservations will have priority in using the picnic area, restroom and shelter building. Other individuals and/or groups may use these facilities on a first come, first served basis only.

**Reservation Policy**

A responsible member of an organization or group wishing to use the park pavilions must request and fill out a park reservation slip in person at Gear Rental. Times and dates must be specified. Reservations will be accepted on a first come, first served basis and may be submitted up to 30 days in advance. Due to the demand for space at the picnic area, it is imperative that notice be given when organizations or groups decide not to use the facility. Similarly, should it become necessary for Gear Rental to cancel a reservation, the requesting organization or group will be notified immediately.

**Responsibilities**

1. Return benches, barbecues, etc. to their original places after function is over.
2. Police the area and leave it in a neat, orderly condition. Deposit all trash in the garbage cans provided. Take trash to the trash house before departing the area.
3. No glass bottles allowed in the park.
4. Fires are only allowed in the barbecue pits provided. No fires can be left unattended. All fires must be completely extinguished before departing the area. Cold ashes will be put in the charcoal ash can provided at each site.
5. Rough play and/or climbing on the main facility or restrooms is prohibited. Children are not allowed to play in the restrooms.
6. Personnel will park cars in designated parking areas only. Violators are subject to ticketing.
7. All personnel using this facility will adhere to good safety practices.
8. Ensure the facility meets all requirements and is vacated by 10 p.m.

**Alcoholic Beverages**

Alcoholic beverages are prohibited in all park facilities as a general rule. Exceptions include canned beer and boxed wine. No beverages in glass containers are allowed in the parks. Groups may request approval from their commanding officers for permission to consume distilled spirits by submitting a memorandum with a copy of the picnic reservations slip attached. The commanding officer of the unit, regardless of attendance, is responsible for the conduct of unit personnel. A representative must be designated as a driver who will not consume any alcoholic beverages during the planned activity. Refer to NAFATSUGIINST 1710.11H.
ACCESS: J-TAG PICNIC AREA IS LOCATED ADJACENT TO THE INTERSECTION OF TICONDEROGA ST. AND SARATOGA AVE. IT RESTS DIRECTLY NEXT TO THE CHILD DEVELOPMENT CENTER COMPOUND, BLDG. 3250.