#### Use of Facilities

J-Tag Picnic Area is a category "A" facility, which 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 desiring to use the park pavilions must request in person and fill out a Park Reservation slip at Outdoor Recreation. Times and dates must be specified. Reservations must be submitted 30 days in advance and are available on a first-come, first-served basis. 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 Outdoor Recreation to cancel a reservation, the requesting organization or group will be notified immediately.

### Responsibilities of the organization or group using the facilities

- 1. Return benches, barbecues, etc., to their original places after the function is over.
- 2. Police the area and leave it in a neat, orderly condition. During use, deposit all trash in garbage cans provided. Take trash to Trash House before departing area.
- 3. No glass bottles allowed in park.
- 4. Fires are only allowed in the barbecue pits provided. No fires will be left unattended. All fires will be completely extinguished before departing the area. Cold ash will be put in 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 rest rooms.
- $6. \ \ Personnel\ will\ park\ cars\ in\ designated\ parking\ areas\ only.\ Violators\ are\ subject\ to\ ticketing.$
- $7.\,$  Pets must be controlled at all times. Owners must clean up after their pets.
- 8. All personnel using this facility will adhere to good safety practices.
- 9. 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 by the Commanding Officer for permission to consume distilled spirits by submitting a memorandum with a copy of the picnic reservation slip attached. The Commanding Officer for the unit, regardless of attendance, is responsible for the conduct of unit personnel. A representative must be designated as a driver; he/she will not consume any alcoholic beverages during the planned activity. Refer to NAFATSUGINST 1710.11H.



Reservations made in person at:

# **Outdoor Recreation**

NAF Atsugi, Japan MWR Building 978

Tel: 264-6205 or 0467-63-6205

Fax: 0467-78-5015 then 264-6640

Office Hours of Operation:

Open Daily: 10 a.m.-6 p.m.

Closed: Sun & Holidays



