Superintendent United States Coast Guard Academy 29 Mohegan Avenue New London, CT 06320-4195 Staff Symbol: ct-3 Phone: (860) 444-8290 Fax: (860) 444-8591

SUPTINST 1700.2E

APR 2 7 2009

#### SUPERINTENDENT INSTRUCTION 1700.2E

Subj: USE OF STONINGTON RECREATION AREA AND SHIPMATE'S LODGE

- 1. <u>PURPOSE</u>. The purpose of this instruction is to publish policy regarding the use of Stonington Recreation Area and Shipmate's Lodge.
- 2. DIRECTIVES AFFECTED. SUPTINST 1700.2D is canceled.
- 3. <u>DISCUSSION</u>. Stonington Recreation area and Shipmate lodge is owned and operated by the Coast Guard Foundation. Coast Guard Academy sponsored use of the facility will adhere to the policies promulgated in this instruction.
- 4. POLICY. To assure safe and effective use of the area, the following policies apply:
  - a. Responsibility: The Chief, Cadet Administration Section (ct-3)(701-6746) provides oversight to the request and reservation process. Chief, Cadet Administration Section will designate a staff member to serve as the Stonington Lodge Coordinator.
  - b. Requests and Reservation:
    - Guard Academy cadet "liberty" use or can be reserved by cadet groups/activities for picnics, club meetings, camping, hosting guests and other pre-approved recreational activities. Cadet requests must be submitted to the Corps' Stonington Division Officer (Hotel Company) by the senior cadet of the group at least five (05) working days prior to the intended use. Requests made after this deadline will not receive preference over non-cadet groups. The cadet responsible for each cadet reservation will contact the Corps Stonington Division Officer to obtain copies of the guidelines and check-off sheets. The Stonington Division Officer will then forward the request form to the Coordinator for date confirmation and approval from the chain of command.
    - (2) External Use: External use is authorized for Academy faculty and staff, other Coast Guard or military units, and Coast Guard Foundation sponsored events. External requests must be submitted to the Stonington Lodge Coordinator by the senior person of the group at least five (05) working days prior to the intended use. Forms are located on the CGA Internet Site: www.uscga.edu/stoningtonlodge.

- (3) External use reservations may be bumped by a cadet request if the cadet request is made to five (05) working days prior to the requested use date. Before approving an external request, the Stonington Lodge Coordinator will consult with the Corps of Cadets' Stonington Division Officer to check for conflicts. If there are no cadet activity conflicts, and it is confirmed that the group qualifies as an approved user, the coordinator will contact the facility caretaker with the specific scheduling information. If the caretaker is not available, the coordinator will contact the Coast Guard Foundation staff (535-0786). In addition, the coordinator will notify the Stonington Division Officer (SDO) with the scheduling information. Once use is approved, the coordinator will send the responsible party a copy of this instruction.
- (4) Enclosure (1) provides the format for request.

#### c. Hours of Operation:

- (1) For general cadet use for liberty hours, the facility will be open to cadets on Friday from 1600 to 2300, Saturdays from 1200 to 2400 and on Sundays from 1000 to 1900. Hours other than for Cadet use are on a case by case basis.
- **(2)** For general cadet liberty use at times other than those mentioned above (i.e. long weekends, holidays, summer periods, pre-approved club use, authorized religious retreats, etc.), the cadet will notify the SDO for the paperwork. The cadet signing the request will assume full responsibility. The Cadet requesting the lodge will go over the check list with the SDO or the Stonington Lodge Coordinator prior to use and initial to verify that the check off list will be completed. All other request that are not by a cadet will go to the Stonington Lodge Coordinator (i.e., military and civilian employee requests). Military and civilian employee requests will adhere to the same regarding the check-off list working solely with the Coordinator. Once the lodge use is complete, the senior cadet will complete the check-off and will ensure the initialed Stonington Lodge check-off list is personally returned to the SDO after securing the facility. The check-off sheet will be routed to the Stonington Lodge Coordinator within one (01) working day following use. The military or civilian employee who is requesting the lodge will complete the check-off, personally initial and ensure the completed form is returned to the Coordinator within one (01) working day following use.
- d. Berthing and Camping Use: Lodge use for berthing (within the lodge) is strictly prohibited, except for overnight religious retreats. Requests for camping overnight at the facility (outside the lodge) must be approved by the Assistant Commandant of Cadets via the Stonington Lodge Coordinator. The coordinator will contact the caretaker, or Foundation staff (535-0786) three (03) working days before camping is desired.
- e. Sporting Events: Request to host sporting events or organized competitions at the Stonington facility must be approved by the Assistant Commandant of Cadets via the Stonington Lodge Coordinator.

#### f. Guests:

- (1) Cadets are permitted to have guests at the facility. Cadets will be responsible for the conduct of their guests at all times. Individuals who are not escorted or hosted by cadets will not be admitted access to the facility.
- (2) Guests with pets are expected to personally restrain them at all times or failure to comply will result in being asked to leave.
- (3) Wedding receptions will not be allowed at the Stonington Lodge facility.

#### g. Cadet Uniforms at the Stonington Facility:

- (1) First and Second class cadets may wear casual civilian attire or appropriate uniform.
- (2) Third and Fourth class cadets may wear Recreation Gear or the authorized liberty uniform. Cadets may change into gym gear or the running suit once there.

#### h. Use of Alcoholic Beverages:

- (1) Authorization by the Assistant Commandant of Cadets is required for any consumption of alcoholic beverages at the Stonington facility. This authorization must be obtained prior to any pre-approval for use of the facility. Written requests must be submitted via the chain of command and Stonington Lodge Coordinator no later than five (05) working days before the event, which outlines the time, purpose and duration of the function necessitating alcohol consumption. A copy of each approval must be furnished to the Regimental Cadet Duty Officer (RCDO) prior to the function.
- (2) Connecticut State drinking laws will be followed; alcoholic beverages will not be served to anyone less than 21 years of age.
- (3) As per Cadet Regulations SUPTINST M5215 (series) section H-5-01b-d, "Cadet events or functions where alcoholic beverages are offered, at least 25% of all funds designated for the purchase of beverages must be specifically for the purchase of non-alcoholic refreshments (soda, water, cider, punch, etc.) When alcohol is served, food will be offered. The quantity of alcoholic beverages provided should not be greater that an amount that would provide either one (01) ounce of liquor or twelve (12) ounces of beer per hour per person eligible to drink alcoholic beverages according to state law."

#### i. Transportation:

(1) The Livery Service or Cadet Activity Vehicles may be requested during liberty hours for transportation to the Stonington facility.

#### j. Vehicles:

- (1) Vehicle parking on the lot adjacent to the Lodge is authorized if the owner/operator remains on the grounds. Parking is authorized on the grass along the Coast Guard Auxiliary Drive and at the ice pond area; however, no parking is permitted on the mowed area in the front of the Foundation offices, the Stonington Country Club, driving range, or behind the Lodge. No parking will be permitted on sporting fields.
- (2) Cars may be washed along the designated area alongside the Lodge. Since water is supplied by a well, the washing of cars will not be permitted during times of water scarcity.
- (3) Vehicle operators must adhere to posted speed limits. Speeding onboard the facility will not be tolerated. The posted speed limit is 15 mph.
- (4) No vehicle maintenance or engine work will be conducted at the facility, unless it is an emergency.

#### k. Facility Maintenance

- (1) Individuals utilizing the facility will be responsible for the general material condition of the lodge and the surrounding areas. They may be held financially accountable for any damage they may cause.
- (2) The senior member shall report all maintenance discrepancies to the Stonington Division Officer and Stonington Lodge Coordinator.
- (3) The senior member shall ensure the completion of the Stonington Lodge check-off list and clean up list and return the form to the SDO or Coordinator.

#### 1. Use of Firearms and Fires

- (1) No firearms or fireworks are allowed at the facility.
- (2) Fires will be permitted only in the designated area outside the Lodge, fireplaces and at such other places and times as authorized by the caretaker.

#### m. Miscellaneous

(1) The Academy or the Coast Guard Foundation will not be liable in any way for personal articles lost or damaged while in the Lodge.

5. <u>DISCUSSION</u>. The Stonington Recreation Area and Shipmate's Lodge is owned and operated by the Coast Guard Foundation. Coast Guard Academy use of the facility will adhere to the policies promulgated in this instruction.

ERIC P. BROWN

Captain, U.S. Coast Guard

By Direction

Encl: (1) Request Form

(2) Check-Off Sheet(3) Driving Directions

Dist: Coast Guard Foundation

Stonington Lodge Caretaker Regimental Commander Hotel Company Commander Stonington Division Officer

Cadet Watch Office



Copy: Regimental Recreation Officer

# Superintendent (cs-1) United States Coast Guard Academy

29 Mohegan Avenue New London, CT 06320 Phone: (860) 444-8280 Fax: (860) 444-8591

м	EMORANDUM		Date:		
141	EMORANDUM				
Fro	om:		Reply to		
То	Stonington Lodge Coordinator (ct)	)	Attn of:		
Su	bj: STONINGTON RECREATION A	AREA RESERVATION RI	EQUEST		
Ref: (a) Coast Guard Foundation Stonington Recreation Area			Shipmate's Lodge, SUPTINST 1700.2E.		
1.			e, or both (please circle one) for the purpose of:		
— Tir					
Nu	mber in party: (military)	(civilian)	(250 max total allowed)		
2.	specify)		ges involved with this request? (if so please		
3. 4.	In accordance with Ref (a), I understand that the primary use of this facility is for cadet liberty and that I'm using it on a "not to interfere basis". Due to this fact I may get bumped up to five days prior to my requested use date.  I accept full responsibility for the area during the period requested. I will adhere to all applicable policy as promulgated by Ref (a). I will complete the enclosed check-off list and return it within one workday following use. I can be contacted at:				
		(Signature	)		
			Date:		
Fro	om: Stonington Lodge Coordinator (cs-1	)			
1.	Your request to use the Stonington (Red disapproved). I have also advised the contract the contract that the contract the contract that th	creation Area, Lodge, or b caretaker of the facility.	oth) (please circle one) is (approved /		
2.	Complete the enclosed check-off list a following use.	and return to the CCDO for	r forwarding to me no later than one workday		
Enc	cl: (1) Stonington Recreation Area Chec	(Signatur k-off List	re)		

## STONINGTON LODGE CHECK OFF LIST

### THE FOLLOWING IS THE MINIMUM MANDATORY CLEAN-UP LIST.

Review Initials	Completed Initials	1. Main Lodge: All tables and chairs wiped down, furniture returned to original positions, carpets vacuumed, decks swept and swabbed with clean water, walls wiped down, pool balls and cues properly stowed. Bond fires extinguished. Do not add water or sand to charcoal fire pit or inside fires. Allow them to burn out naturally. Fire wood only is to be used in bond fire area and inside fireplaces, charcoal only in charcoal pit. All trash cans emptied into dumpster		
		2. Lodge Annex: All tables and chairs wiped down, furniture returned to original positions, carpets vacuumed, decks swept and swabbed with clean water, walls wiped down, fires extinguished per above. (This includes returning picnic tables and grills to original position)		
		3. Kitchen: Grease-free, reefer cleaned, perishables removed, all utensils washed and stowed, counters and walls wiped down with clean sponge and stove cleaned.		
		4. Heads thoroughly cleaned and trash removed to the dumpster. This includes sinks, mirrors, and toilets. Deck should be swept and swabbed.		
		5. Outside: Requested area policed, trash picked up, athletic equipment stored, all trash picked up and taken to the dumpster.		
	:	<ul> <li>6. Securing: Stove, oven, television and stereos off. All windows and sliding glass doors closed and locked. All windows closed, fans turned off and in win months thermostats turned back to 60°.(November 1 thru March 17). All lig secured, including outside flood lights. All doors locked.</li> <li>7. Contact the Caretaker immediately with any concerns you may have. Do not attempt to remove hot wood or coal from the fire places, plan your fuel consumption and allow to burn out naturally.</li> </ul>		
	8. List any discrepancies and/or problems encountered with the use of the facility. (You may use the back of this form to list any discrepancies.)			
	—	ME OF PERSON SIGNATURE OF PERSON DATE OF EVENT		
		ME OF PERSON SIGNATURE OF PERSON DATE OF EVENT PTING RESPONSIBILITY Accepting Responsibility		

This form <u>MUST</u> be completed and returned to The Lodge Coordinator. Fax # (860) 444-8591.

\*\*\*If this form is not returned, it will be noted for any further use of the lodge.\*\*\*

DRIVING TO STONINGTON FROM USCGA	Distance
Start out going SOUTHWEST on MOHEGAN AVE toward WILLIAMS ST.	<0.1 miles
Turn RIGHT onto WILLIAMS ST.	0.1 miles
Turn LEFT onto BRIGGS ST.	0.5 miles
Merge onto I-95 N via the ramp on the LEFT toward PROVIDENCE.	10.8 miles
Take the CT-234 exit- EXIT 91- toward NO. MAIN STREET/STONINGTON BOROUGH.	0.2 miles
Turn LEFT onto TAUGWONK RD.	1.8 miles

End at 396 Taugwonk Rd, Stonington, CT 06378-1807 (turn right at the Coast Guard Foundation Sign)

NOTE: If driving from north of Exit 91, exit 91 and turn right.