



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCCDCO 1710.4A
B 217
g APR 2003

MARINE CORPS COMBAT DEVELOPMENT COMMAND ORDER 1710.4A

From: Commanding General
To: Distribution List

Subj: POLICY FOR THE USE OF THE REGIMENTAL ROOM IN HARRY LEE
HALL (HLH)

Ref: (a) MCBO 1700.4A

Encl: (1) Example Reservation Request
(2) Harry Lee Hall Restricted Area Diagram

1. Purpose. To establish policy and procedures for the use of the HLH Regimental Room, to include authorized functions, reservations, and check-in/checkout procedures.
2. Cancellation. MCCDCO 1710.4.
3. Information

a. The HLH Regimental Room is generally patterned after the British model, which historically has been centered around its infantry and artillery regiments. The HLH Regimental Room goes beyond this concept to include each arm of the MAGTF as part of its proud heritage. Art and significant artifacts are used to underscore the Marine Corps' place among the elite fighting forces of the world and to honor those who earned this status through their sacrifices.

b. The Promotion Branch, Manpower and Reserve Affairs (MMPR) is the primary occupant of HLH and frequently conducts promotion boards. The Promotion Branch activities are essential to both Marines and the Corps and should not be disrupted.

c. The Head, Bachelor Housing Branch (BHB), G-4, MCB, Quantico, manages scheduling and use of the Regimental Room on behalf of CG MCCDC, in close coordination with MMPR.

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4. Scope of Use. The contents of the HLH Regimental Room and the environment they create make this a solemn monument to our Corps. Many of the items on display are on loan from various museum collections and have a high sentimental value to Marines. As such, guidelines and restrictions for the use of the HLH Regimental Room are essential per enclosure (2) and this Order.

a. The room will be open for use by all uniformed personnel and civilian employees of the Marine Corps for ceremonial and formal functions limited to commissionings, changes of command, promotions, awards, retirements, and reenlistments. Music during events shall be ceremonial in nature, played at appropriate times, in a low volume such as not to drown out normal conversation or disturb Promotion Branch activities. The Head, BHB must approve all event music plans before authorizing use of the room. Office parties, e.g., "wetting downs," wedding receptions, and similar events fall outside the scope of the room's intended use. The HLH Regimental Room is not to be used by any political organization or special interest group. Standing reservations for regular use will not be approved for any organization.

b. All requests for use of the HLH Regimental Room must be made in writing, using the format in enclosure (1), to the Head, BHB. Room assignment will be granted on a first-come, first-served basis and will be contingent upon the ability of the requesting party to meet the prerequisites for use of the room as identified in enclosure (1). Reservations for the use of HLH are to be made no more than 90 days in advance of the actual event date.

c. The using unit is responsible for the security of the room and its contents as specified in enclosure (1). BHB personnel will, with the responsible party, inspect the room at check-in/check-out.

d. Food and beverages will be limited to "standup" only. Cakes/cookies, coffee/tea/chilled drinks, or Marine Corps Community Service (MCCS) party trays are acceptable. All catering services must be provided by MCCS. Alcohol use must be regulated per the reference. The BHB will provide specific guidance regarding setup and breakdown requirements, authorized areas for food service equipment, etc.

e. The Head, Promotion Branch may request "black out" periods during which time no events will be scheduled in the Regimental Room. The black out periods enable the smooth conduct of business without interference of high priority activities. Typically, each October will be blacked out due to heavy selection board requirements. Decisions on usage will be made on a case-by-case basis.

5. Action

a. Head, BHB

(1) Schedule and coordinate the use of the HLH Regimental Room with requesting units.

(2) Ensure that the requesting unit meets the prerequisites for the use of the facility and has signed the agreement per enclosure (1).

(3) Coordinate and conduct the check-in/check-out inspections of the HLH Regimental Room.

(4) Conduct regular, detailed inventories of the art and artifacts within the HLH Regimental Room to ensure accountability.

b. Head, Historical Division

(1) Provide a detailed inventory of the art and artifacts contained in the HLH Regimental Room to the AC/S G-4.

(2) Provide technical assistance, as required, relative to the upkeep and proper maintenance of the art and artifacts contained in the HLH Regimental Room.

c. Using Units. Reserve the use of the HLH Regimental Room per enclosure (1). Abide by the provisions of this Order while using the HLH Regimental Room.



M. K. HICKS
Chief of Staff

DISTRIBUTION: INTERNET

MCCDCO 1710.4A
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EXAMPLE RESERVATION REQUEST

1710
(Office Code)
(Date)

From: Requesting Unit
To: Head, Bachelor Housing Branch
Subj: REQUEST FOR USE OF THE HARRY LEE HALL (HLH) REGIMENTAL ROOM
Ref: (a) MCCDCO 1710.4A
Encl: (1) MOA For the Use of the Harry Lee Hall (HLH) Regimental Room

1. Per the reference, (using unit) requests that the HLH Regimental Room be reserved for our use from (time) to (time) on (date). The room will be used for (clearly describe the function to be held). It is understood that a MOA, enclosure (1), along with this request must be signed and returned before this reservation is approved. Failure to comply with this requirement will delay approval and/or result in disapproval.
2. Event Music Plan will meet guidelines set forth per the reference and are as follows: (clearly describe type of music to be played and by which method).
3. Our POC for all issues pertaining to this matter is (rank, name) at (work number).

CO/OIC

ENCLOSURE (1)

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MOA FOR THE USE OF THE HARRY LEE HALL (HLH) REGIMENTAL ROOM

1. The HLH Regimental Room is a monument to our proud Marine heritage, and it is designed for those ceremonial and formal functions indicated (commissionings, changes of command, promotions, awards, retirements, and reenlistments) in MCCDCO 1710.4. The Head, Bachelor Housing Branch (BHB), is the final authority on what events qualify for use of the room. If after reservations have been approved the intended use of the room changes, the using unit will consider the reservations null and void and must submit a new request for use of the room. _____ (initials)

2. The HLH Regimental Room can accommodate functions up to 140 people. The optimum number of people for any event is 100, but the fire code dictates that under no circumstances shall the number of occupants exceed 140. Use of HLH Regimental Room authorizes access to only those areas identified as unrestricted in enclosure (2). Access to Promotion Branch areas, furniture and equipment fall outside the boundaries of the Regimental Room. In all cases, children must be under direct and constant adult supervision. _____ (initials)

3. Official functions may be scheduled for any day of the week. However, the Promotion Branch, Manpower & Reserve Affairs, HQMC, occupies the majority of the first and second decks; distinguished visitor transient quarters are located on the third deck. Using unit must ensure their activities do not disturb the building's other occupants, even for after hours functions, as promotion boards typically work nontraditional hours and weekends. Unless extraordinary circumstances dictate, approval for use of the room will normally be limited to events lasting 4 hours or less, with the stipulation that the event end no later than 2000. In addition, 1 hour will be allotted for both setup and breakdown/inspection, for a total, maximum period of 6 hours per event. Allotted event timelines are to be strictly adhered to. You are approved to use the room from _____ to _____ on _____ (date). _____ (initials)

4. I will ensure that music played during the event meets guidelines as specified in MCCDCO 1710.4 and will in no way disturb Promotion Branch activities. _____ (initials)

ENCLOSURE (1)

5. As no kitchen facilities exist in HLH, sit down meals fall outside the intended use of the room. Using unit must make provisions for catering through Marine Corps Community Services (MCCS). MCCS is the only authorized caterer for events occurring in HLH Regimental Room. Alcohol use must be regulated per MCBO 1700.4. The BHB provides limited furnishings and equipment; linens are not available. Required furnishings and equipment beyond that available from BHB are the sole responsibility of the user and are subject to prior approval by Head, BHB. Transportation, setup, and breakdown of this equipment are the responsibility of the using unit. _____ (initials)

6. The art and artifacts that make up the HLH Regimental Room are priceless with regard to what they represent to every Marine. The using unit is responsible for the security of the room and its contents during the time it is checked out to that unit. Special care must be taken to ensure that no art or artifacts are handled or damaged. These items are on motion sensor alarms and are not to be moved. For events ending after normal duty hours, it is the responsibility of the using unit to ensure that HLH is properly secured. _____ (initials)

7. Cleanup of the room after any function is the sole responsibility of the using unit (i.e., the using unit must supply the labor and equipment for cleanup). The BHB will provide specific instructions pertaining to cleanliness standards. BHB personnel will inspect the room, with a representative from the using unit present, for damage and cleanliness prior to checkout. For events ending after normal duty hours, the room will be inspected the following business day. It is the responsibility of the using unit to coordinate the check-in/checkout inspection **times** with the BHB. _____ (initials)

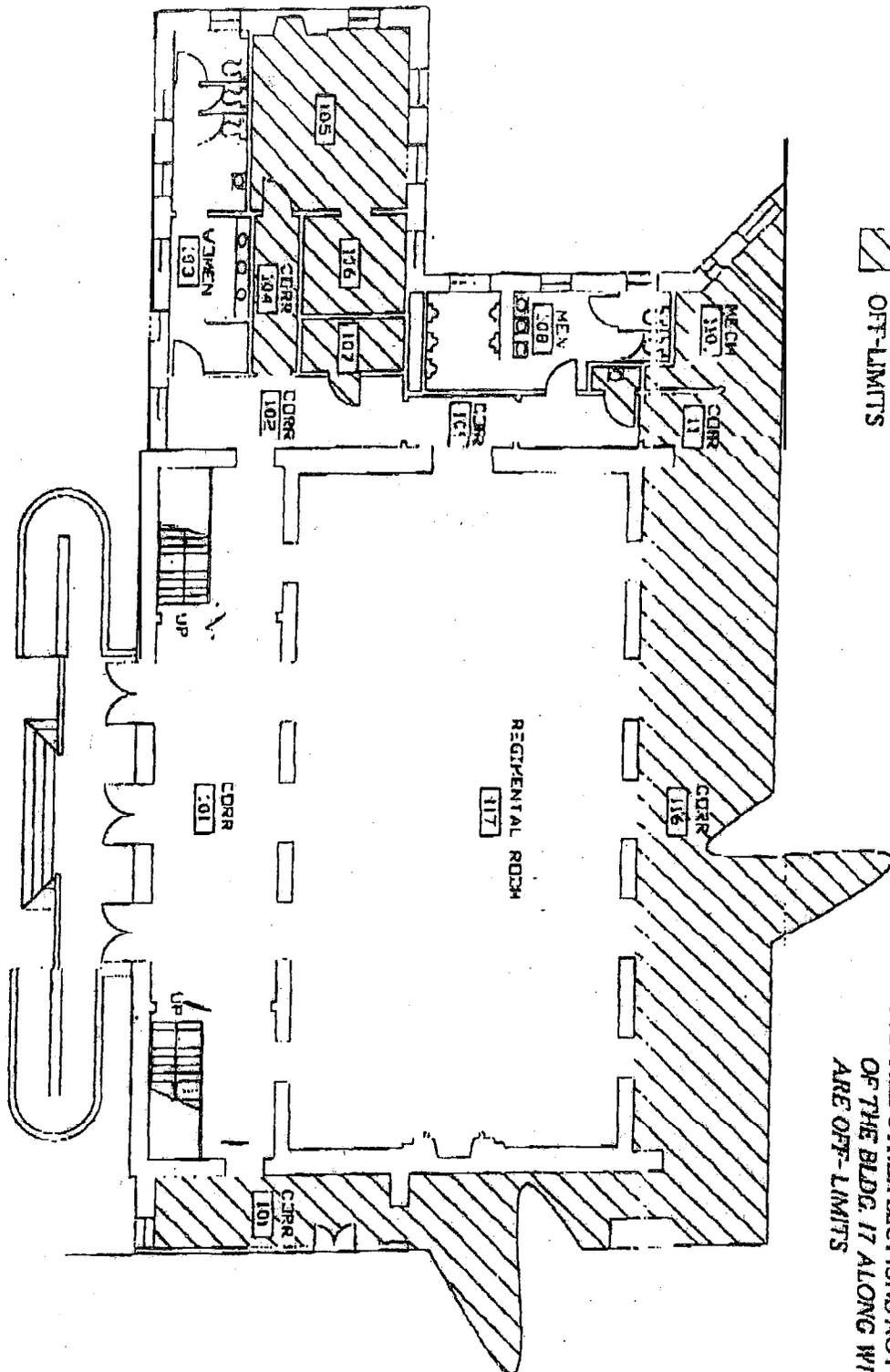
Responsible Officer

Date

copy to:
Head, BHB, G-4

ENCLOSURE (1)

HARRY LEE HALL RESTRICTED AREA DIAGRAM



LEGEND



OFF-LIMITS

NOTE: ALL OTHER SECTIONS NOT INCLUDED IN PLAN OF THE BLDG. 17 ALONG WITH HATCHED AREAS ARE OFF-LIMITS

ENCLOSURE (2)

BLDG. 17 HARRY LEE HALL
PARTIAL FIRST DECK: NTS

LEJEUNE ROAD

