

APGMWR

Picnic Area Reservation Form

(410)278-4124/ 2621 or 410-436-2713

usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil

Date Requesting to Use Facility: _____ Start Time: _____ End Time: _____

Last Name: _____ First Name: _____

Eligibility Status: _____ (Active Duty, Retired, Civilian, Contractor etc.)

of Patrons Eligible: _____ # of Patrons Non- Eligible: _____

(Please note authorized amounts of patrons below.)

Phone Number: _____ Email: _____

Organization (if applicable): _____ Building # _____ Phone _____

Location Requested

Shore Park (Aberdeen Area)

Please check one or more if the following locations below:

- ☐ Whole Park (3 pavilions-50 people)-\$340
- ☐ Pavilion A- (closest to the restrooms-16 people)-\$100
- ☐ Pavilion B-(middle-16 people)-\$100
- ☐ Pavilion C-(closest to the playground-16 people)-\$100

Skippers Point (Edgewood Area)

- ☐ \$50 (16 people)

Gunpowder Marina (Edgewood Area)

- ☐ 10 people

CAPA Field (Edgewood Area)

- ☐ \$275 (50 people)

Reservation Policies:

1. \$10 non-refundable admin fee is due at the time of the reservation.
2. Patron will be contacted 48 hours prior the day of event to finalize reservation with full payment including deposit. (Deposits: Shore/CAPA- \$50 and Skippers- \$25)
3. Cancellation date is 14 days prior. You must notify ODR of cancellation in writing on or before the cancellation date.
4. **All reservations require CONOP. This gives an overview of layout and how you plan to enforce COVID protocols. For samples please go to <https://aberdeen.armymwr.com/programs/picnic-areas> or email usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil. CONOP process is reviewed weekly on Thursdays, so CONOPs must be submitted no later than Wednesday for submission to the review board. Day of requests are not authorized.**
5. Rosters for large non ID card holder reservations are due 14 business days prior to the picnic.
6. Restroom keys must be signed for prior to the picnic. Keys are issued Monday thru Friday between 10 am-4 pm. Shore Park pick up from Building 2184 (Equipment Check Out) or Building 3326 (Recreation Central), CAPA Field can be picked up from Building E4210 (Recreation Central EA) or Building 3326 (Recreation Central)
7. **COVID Specific Policies**
 - a. All equipment used, tables, chairs, must wiped down with disinfectant after use.
 - b. Mask required, if physical distancing of 6' cannot be maintained
 - c. Hand sanitizer and wipes will be provided by requester and placed at each entry way and table.
 - d. All requesters must submit a CONOP in addition to this application. This gives an overview of layout and how you plan to enforce COVID protocols. For samples please contact email box above.
 - e. Failure to follow all COVID19 restrictions and/or on post policies, to include mask wearing and maintaining 6 foot social distancing, will result in suspension of privileges in all FMWR facilities and programs.

I have read the APMWR Reservation policies and Picnic Rules and agree to abide by them; failure to follow the rules may result in immediate removal from the picnic area. I additionally acknowledge I have been provided a copy of the on post face coverings policy and agree to follow and enforce.

POC Signature: _____ Date: _____

MWR Staff Acknowledgement: _____ Date: _____

Staff Only- Cancellation Date: _____



APGMWR

Picnic Area Policies

1. \$10 non-refundable admin fee is due at the time of the reservation.
2. Patron will be contacted 48 hours prior to the reservation to finalize the reservation with full payment including deposit. (Deposits: Shore/CAPA- \$50/ Woodpecker & Skippers \$25) Deposits will be refunded within two weeks if no concerns.
3. Cancellation date is 14 days prior. You must notify ODR of cancellation in writing prior to the picnic.
4. For parties with large count of non-ID Card holders a roster is due by cancellation date which is 14 days prior.
 - a. Any guest without a Government ID must get a visitors pass when entering APG at gate. MWR is not responsible for extended wait times at the gate because of non-eligible ID holders. Refunds will not be provided for extended wait times.
5. Please be aware: If you have not reserved the entire facility then there may be other customers utilizing the area. For reservations at Shore Park, if you have not reserved all 3 pavilions, there may other customer at the remaining pavilions.
6. Patrons are responsible for leaving the pavilions a clean condition, free from any debris or litter. All trash and disposable items must be carried out or placed in the centrally located dumpster. It is advised to bring additional trash bags to compensate for excess trash.
7. All charcoals must be cooled and discarded properly in the designated areas.
8. Shore Park and CAPA restroom keys and the picnic game bag must be signed for prior to the picnic. Keys are issued Monday thru Friday between 10 am and 4 pm. Shore Park pick up from Building 2184 (Equipment Check Out) or Building 3326 (Recreation Central), CAPA Field can be picked up from Building E4210 (Recreation Central EA) or Building 3326.
9. Picnic Facility must be returned in the same way in which it was received.



APGMWR ***Picnic Area Policies***

10. Music must be played at reasonable noise levels so not to disturb other picnickers/residents/facility users.
11. All picnic tables must not be moved.
12. **NO** pets are permitted at the picnic areas.
13. Park in designated parking areas only within the park. Blocking the entrance and exit to the picnic area/ campground is prohibited. Park area is shared with campground patrons. **Shore Park**- Parking on School Street is prohibited.
14. Users of APGMWR Picnic Areas and its amenities do so at their own risk.
15. **COVID Specific Policies**
 - a. All equipment used, tables, chairs, must wiped down with disinfectant after use.
 - b. Mask required, if physical distancing of 6' cannot be maintained.
 - c. Patrons are required to meet max capacity outlined.
 - d. Hand sanitizer and wipes will be provided by requestor and placed at each entry way and table.
 - e. All requesters must submit a CONOP in addition to this application. This gives an overview of layout and how you plan to enforce COVID protocols. For samples please contact usarmy.APG.imcom-fmwrc.list.usag-mwr-outdoorrec@mail.mil .
 - f. Failure to follow all COVID19 restrictions and/or on post policies, to include mask wearing and maintaining 6 foot social distancing, will result in suspension of privileges in all FMWR facilities and programs.

By signing below you agree to the above listed policies.

Patron Name: _____

Patron Signature _____

Date: _____



MASK OR NO MASK?

Guidelines as of May 17, 2021

Those who are **FULLY VACCINATED** no longer need to wear masks. The change applies to individuals who are at least two weeks beyond their final vaccine dose.

Those who are **NOT VACCINATED** should continue to follow applicable DOD mask guidance, to include wearing masks indoors.



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
AND ABERDEEN PROVING GROUND
BUILDING 6002, ROOM D2250
6585 SURVEILLANCE LOOP
ABERDEEN PROVING GROUND, MARYLAND 21005-1845

AMEL-CG

17 May 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aberdeen Proving Ground Installation Policy for Face Covering Requirements

1. References:

a. Deputy Secretary of Defense memorandum (Updated Mask Guidelines for Vaccinated Persons), 13 May 2021

b. Centers for Disease Prevention and Control (CDC), <https://www.cdc.gov/coronavirus/2019-ncov>

2. This policy applies to military personnel, DoD civilian employees, family members, DoD contractors, and all other individuals entering APG and its facilities. In accordance with the above references, **fully vaccinated** DoD personnel (who are at least two weeks beyond their final dose) are no longer required to wear a mask indoors or outdoors at DoD facilities. All personnel should continue to comply with CDC guidance regarding areas where masks should be worn, including within airports. Personnel who are not fully vaccinated should continue to follow applicable DoD mask guidance, including continuing to wear indoors. Commanders and supervisors should not ask about an employee's vaccination status or use information about an employee's vaccination status to make decisions about how and when employees will report to a workplace instead of teleworking.

3. Individuals **not fully vaccinated** must consistently wear a mask that covers the nose and mouth and that complies with all current guidance from the CDC and the Occupational Safety and Health Administration. Masks recommended by the CDC include non-medical disposable masks, masks made with breathable fabric (such as cotton), masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source), masks with two or three layers, and masks with inner filter pockets. Novelty or non-protective masks, masks with ventilation valves, or face shields are not authorized as a substitute for masks. Masks must fit properly (i.e., snugly around the nose and chin with no large gaps around the sides of the face).

4. The Senior Commander of APG retains the authority to grant categorical or case-by-case exceptions to these requirements for service members and their families in environments other than office spaces that are necessary for military readiness; that are

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SUBJECT: Installation Policy for Face Covering Requirements

related to living on a military installation; that are related to mask wearing by children (so long as such exceptions are consistent with CDC guideline for mask wearing by children); or other situations outside of office settings when temporary unmasking is necessary for mission requirements.

5. The following exceptions to mask wear requirements for **not fully vaccinated** people on the installation are granted:

- a. When an individual is alone in an office with floor-to-ceiling walls with a closed door.
- b. For brief periods of time when eating and drinking while maintaining distancing in accordance with CDC guidelines and instructions from commanders and supervisors.
- c. When the mask is required to be lowered briefly for identification or security purposes, such as when entering the installation gates, building security check points, or when stopped by security guards or APG Police.
- d. When necessary to reasonably accommodate an individual with a disability.
- e. When within their Army owned/leased housing property or quarters (dwelling plus outdoor space) either alone or with immediate family members/roommate(s).
- f. When exercising/performing physical training (PT) alone, with immediate family members or properly spaced during organized PT.
- g. When actively participating in installation approved youth recreational activities outdoors. Exception does not apply to observers, fans, etc.
- h. When operating automobiles or other motorized vehicle alone or with immediate family members. Mask wear is mandatory at APG gates for **not fully vaccinated** people when entering the installation. They may be lowered at the direction of the gate guard for the purpose of confirming identification IAW paragraph 5.c. of this policy.
- i. When use substantively interferes with proper wear and use of Personal Protective Equipment (PPE) necessary for the accomplishment of military duties.
- j. Masks will be worn anytime **not fully vaccinated** individuals outside of the resident's immediate family enter Army owned/leased homes. The sponsor/parent/guardian is responsible for ensuring children (17 years and younger) maintain compliance and follow current CDC guidelines for masking children.

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SUBJECT: Installation Policy for Face Covering Requirements

6. Regardless of vaccination status, all personnel should continue to follow social distancing, hand washing and cleaning practices as well as continuing to limit the number of personnel gathered when indoors.

7. Duration. This policy will remain in effect until rescinded or modified and supersedes the previous APG face covering policy dated 3 March 2021.

8. The point of contact for this memorandum is Ms. Heather Hilton, CECOM Secretary of the General Staff, 443-861-6479, usarmy.apg.cecom.mbx.amel-gs@mail.mil.



MITCHELL L. KILGO
Major General, U. S. Army
Commanding

DISTRIBUTION:
ALL TENANT ORGS

I agree to follow all the guidelines in the above mentioned Installation Face Coverings Policy.

I understand that failure to follow all policies, will result in suspension of privileges in all FMWR facilities and programs.

Patron Name: _____

Patron Signature: _____

Date: _____