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1.3.06 CH-9  
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MORALE, WELFARE AND RECREATION DEPARTMENT SOP MWR 1.3.06 CH-9

From: Director, Morale, Welfare and Recreation (MWR)

Subj: CARNEY PARK ACCESS/FEE POLICY

Ref: (a) CINC INST 1710.3  
(b) NAVSUPPACT NAPLES INST 5512.5B  
(c) AFGE Local 3712 & MWR Negotiated Agreement of  
12 June 1996

Encl: (1) Welcome to Carney Park/General Park rules

1. Purpose. To set forth policies and regulations governing the access and use of the U.S. NAVSUPPACT Naples Carney Park.

2. Authorized personnel.

a. Carney Park authorized patrons include U.S. Military Active Duty, Retired U.S. Military, Reservists on orders, DOD U.S. Civilian Component Workers, their dependents, and other authorized park users as per references (b) through (g).

b. TAD/TDY Contractors: Access limited to Carney Park if it is a worksite only (no escort privileges).

c. Local National (LN) employees of NSA, its Tenant commands, and the U.S. Consulate in possession of an ID card issued by the NSA Security Department, are authorized access for a \$20.00 (or Euro equivalent) fee for a 12 month period. June 1<sup>st</sup>, 2018, through the 31<sup>st</sup> of May, 2019.

d. JFC/NATO personnel (Red and Blue ID cards only) and dependents who purchase a Carney Park Privilege Card at the cost of \$75.00 per individual active duty member or \$150.00 per family, for 12 months.

e. NATO sport teams may request access to use Carney Park for practice, games, and final sports picnics and ceremonies on a space available basis.

1. All requests must be day or date specific (i.e. practice from Jan 2 - July 8 on Wednesday from 1800-2000). Subject teams have no escort privileges and must be made up of members with Carney Park access. Visiting sports teams, and their guests, must follow NSA Security protocol and submit guest/vehicle lists prior to the event. This is the responsibility of the hosting team, not MWR.
2. MWR/CYP, NSA Tenant Commands, DODEA, NSA Special Interest Groups and Private Organization programs and events, in that order, take priority over NATO and Non-NATO sports team in all scheduling matters.
3. In the case where a NATO function or practice must be moved and fees have been paid, refunds will be issued.

f. Non-US DODEA/CYP Program Student families may request a family access card to Carney Park for free by providing the Carney Park Office the most up to date School or Program Registration. The Card will last for 12 months from the date of issue and will need to be renewed every year by providing reenrollment information.

### 3. Policies for LN ID CARD Holders:

#### I. LN Employees

a. The following instructions will describe how to obtain a Local National (LN) Access Card, and also how they obtain daily passes (which includes family members and guests).

b. All instructions must be followed, and all required documents must be provided as specifically directed to ensure access to Carney Park. Exceptions will not be permitted.

c. Access Card:

The **Access Card** is issued to authorized Local National (LN) employees of NSA and its tenant commands. To obtain this card at the Carney Park NOR center or the WRA Offices, you **MUST** bring the following:

(1) Local National employee photo ID, issued by NSA Security;

(2) WRA Seminar certificate "Required"

(3) \*\* Printed copy of the **Information Form**

(4) An official "Stato di Famiglia" copy (no more than 30 days old) or an "Autocertificazione Stato di Famiglia" form.

(5) \$75.00 per single \* LN member or \$150.00 Family \*\*, for 12 months.

\* Single gets no names added to back and must pay fees to escort any guests (up to 4).

\*\* Family gets names of family members added to back and does not pay a fee for their access to the park; they would pay fees for any guest(s).

(6) Your Current Card (Current Card holders, in good standing with the park do not need to attend the seminar.)

\*\* **The Information Form** is available at Tickets and Travel on SSITE or CAPO, the Carney Park NOR Center, the WRA offices, or you may attend one of the seminars (held in base theaters at Support Site and Capodichino).

ONLY once you are prepared with all of the above please contact the park and set up an appointment calling 081-526-1579 or at the WRA offices.

At the appointment, the Local National employee will sign a statement declaring they have read and understood the rules of the park and access policy.

The Carney Park (photo ID) access card will be processed with a unique number. Married couples who qualify for a Carney Park LN access Card, will be issued the same access number, and will reflect the same immediate family members (over 4 years of age, maximum age is 21), as stated on both individuals "Stato di Famiglia".

Replacement of Lost Cards will require an additional 5 Euros processing fee and all supporting documents.

4. LN Guest Policies. (Self, Family, and Guest Day Pass)

a) LN employees are authorized FREE access to Carney Park for themselves and their family listed on the back of their card with the following: LN Employee photo ID issued by NSA Security, and the LN Access Card Issued at the NOR Center or WRA Offices.

b) In addition to the immediate family listed on the access cards, each LN access card number (shared; for married eligible LN's) is limited to purchase 4 guest passes per day. Does not include Special events: Easter Eggstravaganza and Festa Americana).

c) Special functions, events, or instances exceeding guest allowance Restrictions, those requests must be approved in advance by submitting a NSA Security approved base access request to Carney Park MWR a minimum of 10 days before the desired function/event.

If approved by MWR, and payment has been made in person, it will be forwarded to the SJA (Staff Judge Advocate) and/or Security Pass & ID for final review approval/disapproval.

-The typed request for access must include the name of the event, requested date and times of the event, a full and complete list of guest names to include:

- nationality
- birth date
- and passport or carta d'identita' number
- ages for 10 years of age and older.

If bringing on additional vehicles:

- make
- model and
- tag number

It is the responsibility of the sponsor to submit a completed access list. MWR is not responsible for ensuring guest information provided to Security is accurate. Security will cross out/void guest names on the guest lists that do not have all the required information.

d) **Guest Passes** are available at Carney Park as well as the WRA office locations, at the cost of \$5.00.

e) If purchasing passes at any of the locations, you must bring your NSA ID Card, and Carney Park LN Access ID. If you do not bring all of these items you will be unable to purchase at that time.

f) The LN employee is held responsible for ensuring that each member of their party (family and/or guest) adheres to the rules of the park. Failure to do so may result in suspension of the access privilege.

5. Guest Policies for U.S., JFC, Military/LN retirees and AFGE Local #3712

- a) Carney Park guest passes (4 years old and over) are available for purchase at Carney Park, Monday-Friday 0900-1700, Saturday 1000-1700). Visiting family members with a NSA Security "Houseguest Pass" may utilize the Park free of charge as long as Carney Park is specified on the "Houseguest Pass."
- b) Carney Park U.S. authorized patrons (and their dependents 18 years old and older) may sponsor and pay for 4 guests per I.D. cardholder, up to a maximum of 8 guests per family (except for SPECIAL EVENTS- Eggstravaganza, Festa Americana, where specific event rules are used)
- c) JFC Carney Park Privilege holders may sponsor and pay for a maximum of 4 guests; (except for SPECIAL EVENTS- Eggstravaganza, Festa Americana, where specific event rules are used)
- d) Retired U.S. Military may sponsor a maximum of 4 guests per ID card; (except for SPECIAL EVENTS- Eggstravaganza, Festa Americana, where specific event rules are used).
- e) LN retirees are not authorized access to Carney Park.
- f) Force Protection Guest Restrictions
  - 1. Force Protection Condition Alpha and less: Escort privileges limited to two guests;
  - 2. Force Protection Condition Bravo: Escort privileges limited to two guests (non-host national);

3. Force Protection Condition Charlie and Delta: no escort privileges.

g) Any events that involve access for Non-U.S. I.D. cardholders, or guests not outlined above, must be submitted for approval to the NSA Base Access Security Officer, via MWR, following the procedures stated in paragraph 4c.

h) Members of the AFGE LOCAL #3712 while covered under the contract as MWR employees may sponsor up to 4 guests free of charge per day. Guest passes not used, CANNOT be carried over from day to day and accumulated. The "free of charge" benefit may be exercised as follows:

April - September: Monday - Friday except for federal holidays.

October - March: All days

Should an employee desire to bring five or more guests with him/her at any given time, the procedures outlined in paragraph 4.c apply.

i) A NSA House guest pass holder may access the park and use its programs and facilities without being accompanied by their sponsor.

#### 6. Fees and waivers.

a) NSA, NSA Departments, and NSA U.S. Tenant Commands are authorized **official picnics** in which site fees are waived (based on availability) and guest fees for their LN employees and their nuclear family members are waived, as per the procedures outlined in paragraph 4.c., once a calendar year.

b) Individual NATO commands, and authorized non-DoD groups may request a one-time fee waiver for site fees. Entry fees may be reduced below the entry fee \$5.00 using the below % and Group #'s to determine the fee price for guests.

Groups-		
under	100 -	50%
between	101 and 200 -	40%
between	201 and 300 -	30%
over	300 -	20%

The submission procedure for requests is outlined in paragraph 4c.

c) Command functions (official non-recreational functions/ceremonies such as retirements, pinning ceremonies, commencements etc.) may be eligible to have the guest fees waived by submitting a request, as outlined in paragraph 4c. Guests of command functions not approved on a base access list must be paid for by an authorized sponsor.

d) A NSA House guest pass holder may enter the park at no charge.

e) Members of other organizations affiliated with NSA Naples, but not covered specifically in this SOP must follow the steps of 4c as well. Members of these organizations and their personal guests are required to pay site and guest fees in full.

#### 6. Purchases, Rentals, and Lodging.

a) NEX Mini-Mart and NOR Center Store purchasing rules apply.

b) Daily use of sports and recreation equipment such as: bicycles, balls, Frisbees, soccer balls, tables, chairs, easy-up and large tents, etc., are available for rent and use by patrons. If any items are not returned by 15 minutes prior to closing, an additional rental day will be charged. For more information, contact the NOR Center.

c) All reservations for Pavilions, Picnic Sites, Recreation Center, Tent Sites and Yurts (Day Use) must be reserved in advance, and paid for in full the day of usage. Picnic tables are available near the basketball courts free of charge. All other sites must be paid for at time of reservation.

d) All reservations for Fields, Fire Pits and other FREE spaces must be made to the Community Recreation Director. Contact information is available at the NOR Center.



ANTHONY SMITH

## General Rules of Carney Park.

*Neither the U.S. Government nor MWR is responsible for items lost or stolen, or damaged in the park.*

### 1. Safety:

- a. Open fires are strictly prohibited.
- b. Only charcoal is permitted to be burned in the grills.
- c. Patrons must use the BBQ's provided in the park.
- d. No glass containers are permitted in the park. This is for everyone's safety (exception is FESTA AMERICANA commemorative mugs during the weekend of FESTA).
- e. Use of protective equipment (i.e. helmet) is required when using bicycles, skateboards, and roller-blades. Protective equipment is available for rent at the NOR Center.
- f. Seat belts must be worn by all passengers while in a moving vehicle.
- g. Vehicle capacity cannot exceed maximum determined by manufacturer.
- h. Speeding is not permitted; the speed limit is 15 MPH in the park. All patrons are required to follow the traffic flow of the park and obey all signage in the park.

### 2. Sponsor Responsibilities:

- a. The sponsor is responsible for ensuring that their family members and guests adhere to the park rules.
- b. Patrons of the park are responsible for cleaning up the area used.
- c. All trash must be disposed of in the provided receptacles.



d. The sponsor is liable for any damages caused to the park facilities by themselves, their family, or guests.

3. Reservations and registering sites- The park has a variety of sites available for use; Picnic tables (free sites), Picnic/BBQ areas (large and small) and Pavilions (large and small).

a. A reservation is valid from dawn to dusk. This is the same for spaces that are registered with the NOR Center the day of the visit.

b. All Picnic/BBQ sites must be reserved with the NOR Center prior to using and paid for.

c. There are free picnic table sites available in the park. These do not require NOR Center registration to use.

d. BBQ, Picnic, and Pavilions, both large and small, require a reservation with a fee or by putting a CC on file. Without putting a CC on file or paying for the reservation, the reservation will not be held.

#### 4. Cancellations/Refunds:

a. There are no refunds on guest passes or LN family/guest passes purchased, however the event/function/party can be rescheduled.

(i) The arrival of inclement weather after your entry into the park **is not** a justified reason to change your pass dates.

(ii) Refunds for reservations are authorized if done **72 hours in advance**.

#### 5. Use of Facilities and Behavior:

a. Park staff are employees of MWR, NSA Naples, and are present to facilitate a quality experience in the park for all patrons. Please respect them and adhere to their direction.

b. ALL patrons must keep their pets on a leash at ALL TIMES. Dogs may be off the leash ONLY in the Dog Park Area.

c. Areas and items in the park are to be utilized as intended, i.e., a table is not to be used as a platform to stand on.

d. Use of sports fields for games or practices Requires special permission from the Community Recreation Director. They are only available for pickup game use on the day of your visit and when not already in use.

e. Music will be kept at reasonable and respectful levels of volume.

f. No public performances or fund raising of any kind are permitted in the park without advance permission granted by the Community Rec Director and by following NSA Rules and Regulations for fundraising.

g. The park is not a venue for public political expression. It is run and maintained by an entity of the United States Government and should be shown the appropriate respect as such.

h. Carney Park is a family-oriented facility; abusive, profane or foul language is prohibited. Please be respectful of all park patrons.

i. All pets that enter the park must be chipped and have a tag from the NSA Vet Clinic.

j. Pets are not allowed in the park during Easter Eggstravaganza, Festa Americana, or other MWR Events as specified throughout the year as listed in MWR Marketing.

k. All persons within the park riding a bike, scooter, etc., are required to wear a helmet.