



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

ASO 1710.2B
MCCS
16 NOV 2009

AIR STATION ORDER 1710.2B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: HANCOCK AND SLOCUM LODGES USE PROCEDURES

Ref: (a) MCO P1700.27B

1. Situation. Hancock and Slocum Lodges are operated for the primary benefit and enjoyment of military personnel and their family members.
2. Cancellation. AirStaO 1710.2A.
3. Summary of Revision. The Order has been completely revised and should be reviewed in its entirety.
4. Mission. To publish procedures for use of Hancock and Slocum Lodges.
5. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. To provide facilities that will enhance quality of life to all members aboard the Air Station.
 - (2) Concept of Operations
 - (a) Hancock Lodge. Located at Hancock Marina, is a 2,000 square foot facility that can be reserved for private functions. It is open to all authorized organizations, units or individuals and can accommodate a maximum of 88 patrons. The lodge has rest rooms, a small kitchen, telephone, stereo, and an ice machine. The user fee for this facility is as follows: \$75.00 (1000-1400); \$100.00 (1600-2400); and \$125.00 (1000-2400).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

16 NOV 2009

(b) Slocum Lodge. Located at Slocum Recreational Area, is an 800 square foot room that is open to all authorized organizations, units or individuals and can accommodate a maximum of 65 patrons. The lodge has rest rooms, telephone and limited kitchen facilities. The user fee for this facility is as follows: \$25.00 (1000-1400); \$35.00 (1600-2000); and \$50.00 (1000-2400).

(c) Reservations. Both Hancock and Slocum Lodges may be reserved by authorized private individuals per the reference or Marine Corps Community Services (MCCS) Coordinators by calling the Pelican Point Marina Office at (252)466-2762/4874 or by submitting a written request or certified electronic mail to Pelican Point Marina Manager. Within one week after calling the Pelican Point Marina Manager or within one week after notification that a written request has been received, an initial refundable deposit of \$50.00 must be made to the Pelican Point Marina Manager to preclude cancellation and to provide for lodge clean up by MCCS personnel if necessary. Should the receiving party wish to cancel their reservations, they may do so at any time without forfeiture of deposit until up to two weeks prior to the scheduled use date.

(d) Food and Caterers

1. All events will be catered by MCCS by contacting the Catering Manager at (252) 466-5555. The only food that may be purchased from outside sources will be birthday cakes, wedding cakes and cakes for special events. No beverages, alcoholic or otherwise, purchased from outside sources will be permitted.

2. If MCCS is unable to provide catering services an outside source may be used however, a surcharge fee of \$2.00 per person will be charged by MCCS.

(e) Special Consideration. Special consideration is given to military units conducting an official all-hands function in which the Commanding Officer would normally authorize expenditure of unit party/picnic funds. In this circumstance, a letter or certified electronic mail from the Commanding Officer or respective MCCS Coordinator is required.

(f) User Agreement Contract. A User Agreement Contract must be completed and signed prior to lodge reservations. An inspection of the premises prior to and immediately following the function is also required. Patrons or MCCS Coordinators will

be responsible for securing necessary reservations, completing the user agreement contract, obtaining lodge keys, and conducting inspections.

6. Administration and Logistics. This Order is available electronically and can be accessed via the MCAS homepage at <http://www.cherrypoint.usmc.mil>.

7. Command and Signal

a. Command. This Order is applicable to all authorized MCCS patrons.

b. Signal. This Order is effective on the date it is signed.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A