



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1710.2C
MCCS
20 MAR 2013

AIR STATION ORDER 1710.2C

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

Subj: HANCOCK CREEK LODGE USE PROCEDURES

Ref: (a) MCO P1700.27B
(b) ASO 1746.2A w/Ch1

Encl: (1) Hancock Creek Lodge Rental Agreement

1. Situation: Hancock Creek Lodge is operated by Marine Corps Community Services (MCCS) aboard Marine Corps Air Station (MCAS), Cherry Point primarily for the benefit and enjoyment of military personnel and their family members.

2. Cancellation. AirStaO 1710.2B

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 the MCAS Cherry Point Hancock Creek Lodge.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide facilities that will enhance the quality of life for eligible personnel aboard MCAS Cherry Point.

(2) Concept of Operations. This Order provides guidance for the procurement of Hancock Creek Lodge. It describes the responsibilities of MCCS Cherry Point and the renter of the Lodge.

b. Description and Responsibilities

(1) Hancock Creek Lodge. Located at the Hancock Marina aboard MCAS Cherry Point, Hancock Creek Lodge is a 2,000

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distribution is unlimited.

square foot facility that can be reserved for private functions. It is open to all eligible organizations, units, or individuals and can accommodate a maximum of 88 patrons. The Lodge has rest rooms; a small kitchen equipped with a microwave, an electric range, a commercial reach-in 2 door refrigerator; an ice machine; a telephone; and a stereo system with wireless microphone. The user rental fee and associated availability times for the facility are as follows:

<u>Lease Times</u>	<u>Cost</u>
1000-1600	\$75
1600-2400	\$100
1000-2400	\$125

(2) Reservations

(a) Unit Functions. Reservations for Unit Functions must be made through the Unit's MCCS Coordinator. The facility user fee and the \$100 cleaning fee deposit will be waived for these functions. It is understood that in the event the building is not properly cleaned, per enclosure (1), the \$100 cleaning fee will be drafted from the unit's fund.

(b) Eligible Private Individuals. Reservations may be requested by calling the Catering Manager at 252-466-9067. A deposit of \$100 is required and must be received within 7 days of the request. Deposits are payable at Miller's Landing, Building 4843 between the hours of 0830-1630, Monday through Friday, or at other times by prior arrangement with the Catering Manager, who can be reached at 252-466-9067. Deposits will be refunded after the event, upon determination by the MCCS Catering Manager or his representative that the facility has been properly cleaned, secured, and the facility keys have been returned, per enclosure (1). Patrons failing to perform the specified cleaning tasks will forfeit their deposit; deposits will be forfeited if an event is cancelled with less than a 14 day notice to the MCCS Catering Manager.

(c) Food and Beverages.

1. Food. All events, other than 'potluck' or 'covered dish' luncheons, dinners, etc., must be catered by MCCS. Call the Catering Manager at 252-466-9067 to make arrangements, get quotes, etc. **The use of an outside caterer is not permitted.**

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2. Beverages. The consumption, serving, and use of alcoholic beverages are governed by the references.

(d) Rental Agreement Contract. A Rental Agreement Contract (enclosure (1)) must be completed and signed prior to Lodge reservation confirmation. An inspection of the premises prior to and immediately following the function is also required. Patrons or the unit's MCCA Coordinator will be responsible for securing necessary reservations, completing the user agreement contract, obtaining lodge keys, and coordinating/conducting inspections before and after the event with the Catering Manager or his/her representative.

6. Administration and Logistics. This Order is available on the Station Adjutant's website. It can be electronically accessed at: <https://cherrypoint.usmc.afpims.mil/Resources/StationAdjutant.aspx>

7. Command and Signal

a. Command. This Order is applicable to all personnel who are authorized unrestricted use of MCCA facilities.

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



B. R. BLALOCK
Executive Officer

DISTRIBUTION: A