



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

5050.9E  
FAC  
3 Nov 11

AIR STATION ORDER 5050.9E

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

Subj: COMMAND CONFERENCE CENTER (CCC) AND THE PIT

Ref: (a) AirStaO 5760.2A

1. Situation. A requirement exists to provide conference rooms aboard MCAS Cherry Point that are able to accommodate up to 100 persons at the CCC (1<sup>st</sup> floor) and the Pit (2<sup>nd</sup> floor) up to 75 persons. Both are located within the Cherry Point Inn (Bldg 487, TOQ-1)

2. Cancellation. AirStaO 5050.9D.

3. Mission. This Order establishes policies and procedures for requesting and assigning the CCC and The Pit.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance in the scheduling of conference rooms.

(2) Concept of Operations

(a) The CCC and the Pit may be scheduled for the following functions, in priority order:

1. Command sponsored conferences, meetings, and receptions. (Reservations may be made up to 6 months in advance).

2. Official training seminars and classes. (Reservations may be made up to 3 months in advance).

3. Meetings of private organizations that are authorized to operate aboard the Air Station per the reference. (Reservations may be made up to 30 days in advance).

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

(b) Normal Operating Hours

1. Normal operating hours of the Command Conference Center will be from 0700-1700, Monday through Friday, excluding holidays.

2. Normal operating hours of The Pit for conferences/ meetings will be from 0700-1700, Monday and Tuesday; and 0700-1600 Wednesday through Friday, excluding holidays.

3. Requests to operate outside these posted hours will be reviewed on an individual basis.

(3) Tasks

(a) Facilities Directorate

1. Schedule the Command Conference Center and the Pit.

2. Per the priority order listed above, reservations will be made on a first come, first serve basis.

3. Upon receipt of a phone call or e-mail request, provide an e-mail response with approval or disapproval and designate any instructions deemed necessary.

(b) Coordinating Instruction

1. Requests for use of either conference room will be accepted by calling (252) 466-2832. Requests made must be confirmed in writing via e-mail within three working days of the request.

2. Coordination for refreshments or catering services is the responsibility of the user. Requests for refreshments and/or catering services will be accepted by calling the Marine Corps Community Services (MCCS) at (252) 466-9067. Any food establishment on base may also be utilized. Staging of refreshments in the Command Conference Center shall be restricted to the designated area in the conference room lobby.

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4. Furnishings shall not be removed from the conference room areas. Furniture rearranged for conference purposes shall be returned to the original arrangement on the same day the event ends.

5. Cleanup is the responsibility of the user and shall be accomplished daily and immediately following the end of the scheduled event on that same day. Cleanup shall include trash removal from the premises, removal of all unused materials and general cleanup when refreshments are provided. At the completion of the cleanup, the event point of contact (or other appointed personnel) must coordinate with the Cherry Point Inn front desk staff to inspect the conference room(s). Failure to clean and restore the room back to its original arrangement will result in a service charge.

6. Telephone jacks are available throughout the Command Conference Center lobby which allow for on base access only. If access is needed to outside phone lines, contact the Station's Telecommunications and Information Systems Directorate (TISD) at (252) 466-4800 for assistance. One computer jack is available in both the CCC and the Pit for connecting a Navy Marine Corps Intranet (NMCI) computer to the unclassified network. The user must call (252) 466-5058 for connectivity.

7. Audio and visual equipment (computers and associated accessories) is not available through the CCC. Several hi-definition television screens are available for use throughout the Pit; however, the user must provide audio and visual equipment.

5. Administration and Logistics. This Order is posted on the MCAS Cherry Point Adjutant website.

6. Command and Signal

a. Command. Final approval/disapproval authority comes from the Facilities Director.

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

  
E. S. WEISSBERGER  
Executive Officer

DISTRIBUTION: A