



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

ASO 1710.2C
MCCS

7 DEC 2021

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, Cherry Point (MCAS CHERPT) primarily for the benefit and enjoyment of military personnel and their family members.

2. Cancellation. ASO 1710.2B

3. Mission. To publish procedures for use of the MCAS CHERPT Hancock Creek Lodge.

4. 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 CHERPT.

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

b. Description and Responsibilities

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

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

(2) The user rental fee and associated availability times for the facility are as follows:

Monday – Friday:	Fee:
1000-1400	\$75.00
1500-2400	\$100.00
1000-2400	\$175.00
Saturday:	\$250.00
Sunday:	\$175.00
Friday – Sunday:	Fee:
1600- 2400	\$450.00

Deposit for all reservations is \$100.00.

(3) 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.**

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 MCCS 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.

5. 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>

6. Command and Signal

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

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



M. R. HUBER

DISTRIBUTION: A



Hancock Creek Lodge Rental Agreement

Patrons Name (Print): _____ Type of Function: _____
 Phone number: _____ Alt Phone Number: _____
 Organization or Unit: _____ Rank: _____

In connection with my use of Hancock Creek Lodge on _____, I agree to the following:

- I am responsible for the conduct of all members and guests of my party.
- **No** trespassing will be permitted on docks or privately owned boats at the Marina.
- **No** decorations of any kind are allowed on the walls. No tape, staples or tacks are to be used on the walls.
- Catering arrangements will be made through MCCS by calling 466-9067.
- All individuals must be of legal age to consume alcoholic beverages.
- **No** alcoholic beverages will be sold.
- **No** profiteering of any kind will occur in conjunction with Lodge use.
- I am responsible for any kind of damage to the building and/or property.
- I am responsible for cleaning and securing the lodge before I leave.

MCCS USE ONLY	
Deposit Amt:	_____
Date Rec'd:	_____
Rec'd by:	_____
Rental Fee:	_____
Date Rec'd:	_____
Rec'd by:	_____

Additional Rental Information

1. Chairs and tables are provided for your use.
2. Maximum capacity inside the Lodge: 88 Patrons
3. There is a **\$100.00** deposit fee required to be received within one week of making the reservation. If you do not properly clean the lodge you will **NOT** be refunded your \$100.00 deposit. Failure to secure the Lodge and/or return keys to Miller's Landing front desk will reflect in forfeiting the \$100.00 deposit as well. Deposits not claimed after 90 days of Lodge rental will be forfeited. Any breach of this agreement will result in forfeiting deposit.
4. Rental fee for Hancock Creek Lodge:

Mon – Fri:	1000-1400	\$ 75.00	Saturday:	\$250.00	Fri 1600 – Sun 2400:	\$450
	1500-2400	\$100.00	Sunday:	\$175.00		
	1000-2400	\$175.00				
5. If there are any discrepancies prior to the function, please let us know by calling 466-9067.
6. Hancock Creek Lodge phone number is 466-3620.
7. Patrons are responsible for contacting Pass and ID at 466-5921, so civilian guests may gain base access.

Cleanup will consist of the following:

- All floors including restrooms will be swept and mopped
- All trash will be collected and emptied into the dumpster.
- Tables and chairs are to be wiped clean and returned to their original position and location.
- Refrigerator, stove, oven microwave and toilets are to be wiped down and cleaned.
- Outside areas must be clean of all trash and debris.
- Windows and doors are to be left **SECURED**.

Cleaning Items Provided: Paper towels, toilet paper, soap dispensers with soap, push broom, broom, a mop with bucket and toilet brush. Patron to provide necessary cleaners.

The Lodge and recreation areas must be **cleaned and evacuated by 0200**, at which time PMO will check to ensure that the Lodge and all Exits are secure. **Keys are to be returned NLT 1000** the following morning to Miller's Landing front desk.

Patrons Signature: _____ Date: _____

MCCS Signature: _____ Date: _____

Enclosure (1)