



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES DEPARTMENT
MARINE CORPS AIR STATION MIRAMAR
PO BOX 452008
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MCCS
21 Oct 21

MARINE CORPS COMMUNITY SERVICES (MCCS) INSTRUCTION

From: Director, MCCS
To: Distribution List

Subj: MCCS THEATER RESERVATION STANDARD OPERATING PROCEDURE

Encl: (1) Installation Training Reservation Requirements
(2) Bob Hope Theater (BHT) Reservation Form

1. Situation. Establish instructions and promulgate procedures for BHT reservations.

2. Mission. Publish standard and equitable official BHT reservation procedures.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish procedures for MCAS Miramar's installation training reservations at BHT through MCCS.

(2) Concept of Operations. Official mission installation training event are specified in enclosure (1).

b. Squadron/Unit BHT Reservation Procedures

(1) BHT is available first come, first served for reservation. All requests must be submitted through the BHT OMB account miramartheatertraining@usmc-mccs.org with the enclosure (2) and signed by the Squadron/Unit CO, XO, SgtMaj, Deployment Readiness Coordinator (DRC), Unit Readiness Coordinator (URC), or Officer in Charge (OIC).

(2) The request must be submitted 48 hours and no more than 30 days in advance. Reservations requiring more than 30 days in advance need approval from the MCCS Semper Fit Director or Deputy Director. Squadrons/Units will receive a confirmation

of the requested date or offered alternate dates if the original date is not available.

(3) Squadrons/Units that received a reservation confirmation and do not show will be charged \$50.00 cancellation fee. This fee will be withdrawn from their miscellaneous account. Cancellations must be received via email to miramartheatertraining@usmc-mccs.org 48 hours prior to the reservation date to avoid the fee.

(4) Squadrons/Units are required to operation check their media equipment's compatibility with BHT's media equipment. BHT will provide time for a compatibility check prior to the reservation.

4. Administration and Logistics. BHT support staff will ensure all MCAS Miramar commands are familiar with and abide by the contents of this order.

5. Point of Contact. BHT Manager, Bldg. 2242, (858) 307-4142 and miramartheatertraining@usmc-mccs.org.

6. Command and Signal.

a. Command. This instruction is applicable to personnel assigned to MCAS Miramar.

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



G. M. CLOSE



RESERVATION FORM: INSTALLATION TRAINING

EMAIL COMPLETED REQUEST TO MiramarTheaterTraining@usmc-mccs.org

PME hours 0700-1600, requests outside this time frame must be approved by the Semper Fit Director.

COMMAND:		TRAINING/EVENT NAME:	
UNIT:		NUMBER OF ATTENDEES:	
MAIN ONSITE POC NAME:		ALTERNATE POC NAME:	
POC UNIT PHONE #:		ALTERNATE POC UNIT PHONE #:	
POC CELL PHONE #:		ALTERNATE POC CELL PHONE#:	
POC EMAIL:		ALTERNATE POC EMAIL:	

RESERVATION DETAILS

WEEK DAY:	DATE:	SET-UP TIME	START TIME	LUNCH/BREAK DURATION START-END TIME	END TIME
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

Recommend unit bring their own laptop and compatible HDMI cable for presentations.
 * A standalone computer is available using Windows 10. There is no Wi-Fi. DVD, flash drive and hard drive can be connected to standalone computer and used for PowerPoint presentations projected onto the theater screen.

EQUIPMENT REQUEST:

PLEASE CHECK BOX BELOW:		
MICROPHONE: (TOTAL NUMBER REQUESTING)	1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/>
PLEASE CHECK ALL THAT APPLY:	YES	NO
PODIUM WITH ATTACHED MICROPHONE	<input type="checkbox"/>	<input type="checkbox"/>
STAGE LIGHTS / SPOTLIGHT	<input type="checkbox"/>	<input type="checkbox"/>
RED CURTAIN CLOSED	<input type="checkbox"/>	<input type="checkbox"/>
RED CURTAIN OPEN WITH AMERICAN FLAG AS BACKDROP	<input type="checkbox"/>	<input type="checkbox"/>
SCREEN DOWN FOR VIDEO AND/OR POWERPOINT PRESENTATION	<input type="checkbox"/>	<input type="checkbox"/>

I REQUEST THE ABOVE DATE AND TIME TO RESERVE THE BOB HOPE THEATER:	DIGITAL SIGNATURE:	DATE:
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OFFICE USE ONLY:			
CONFIRMED AND SCHEDULED.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	MCCS REP: _____ DATE: _____



Installation Training Reservation Requirements

The Bob Hope Theater (BHT) is authorized for training use for commands stationed on Marine Corps Air Station (MCAS) Miramar. The BHT is free of charge for events that are mission related. The minimum number of attendees is 30. The following is a list of events that qualify as mission support events:

- Back in the Saddle (BITS) Training
- Pre & Post Deployment Brief
- Safety Stand Down
- Professional Military Education (PME)
- Official Marine Corps Command, Unit, Squadron, or Battalion Meetings
- Official Ceremony portion of Change of Commands, Relief & Appointments, Military Retirements, or Marine Corps Balls
- Commander Community Relations Meetings
- Mandatory Marine Corps Unit Operational Training Meetings

Mission training events that do not qualify as mission support events are the following:

- Meet & Greets
- Wet Down Ceremonies
- Social portion of Change of Commands, Relief & Appointments, Military Retirements, or Marine Corps Balls
- Individual Marine Homecoming Events
- Mess Nights
- Officer or Spouses Association Meetings
- Hail & Farewell Gatherings
- Navy, Army, Coast Guard, or Air Force events for units or service members not stationed aboard a Marine Corps installation

If your event is not mission supported, please call the BHT at (858) 307-4142 for hourly and daily rental rates.