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MORALE, WELFARE, AND RECREATION DEPARTMENT SOP MWR 1.3.06 CH-11

From: Director, Morale, Welfare and Recreation (MWR)
NSA Naples

Subj: CARNEY PARK ACCESS/FEE POLICY

Ref: (a) CINC INST 1710.3
(b) NAVSUPACT NAPLES INST 5512.5J
(c) AFGE Local 3712 & MWR Negotiated Agreement of
12 June 1996

Encl: (1) Welcome to Carney Park/General Park Rules

1. Purpose.

To set forth policies and regulations governing the access and use of the U.S. NAVSUPACT Naples Carney Park from June 1, 2021- June 1, 2022.

Patrons must follow all current COVID-19 mitigations that are in place at the time of their request/reservation or inquiry. For specifics on the current mitigations, you may e-mail: **mwrnaplescommunityrec@eu.navy.mil**.

2. Authorized Personnel.

Authorized patrons include U.S. active-duty, retired and reserve military on orders; DOD U.S. civilians; their dependents; and other authorized park users as per references (a) through (e).

a) TAD/TDY Contractors: Access limited to Carney Park if is a worksite only (no guest escort privileges).

b) JFC/NATO (Red and Blue ID cards only) and U.S. Consulate Naples personnel and dependents who purchase a Carney Park Access Card at the cost of \$75 per individual or \$150 per family, for a period of 12 months. This can be done at any time

throughout the year for up to a 12-month period or for a prorated period as short as one month.

c) NATO sport teams, with a current Carney Park Access Card Holder(s), may request access to use Carney Park for practice, games, and final sports picnics and ceremonies on a space available basis. The following procedure is required:

(1) All requests must be day or date specific (i.e. practice Jan. 2-July 8 on Wednesdays 1800-2000). Subject teams, and the teams that they choose to compete against and their guests, must follow NSA Naples Emergency Management, NSA Security and Carney Park protocols and submit field reservation requests and guest lists no less than 10 days prior to the event to MWR.

(2) MWR/CYP, NSA Tenant Commands, DODEA, NSA Special Interest Groups and Private Organization programs and events, in that order, take priority over NATO and Non-NATO sports team in all scheduling matters.

(3) In the case where a NATO function or practice must be moved and fees have been paid, full refunds will be issued.

d) Non-U.S. DODEA/CYP Program Student families may request a family access card to Carney Park for free by providing the Carney Park Office the most recent School or Program Registration. The card will last for 12 months from the date of issue and will need to be renewed every year by providing reenrollment information.

e) LN Carney Park Access Card Holders.

3. LN Carney Park Access Card Policies.

I. Obtaining LN Carney Park Access Card

a) All instructions must be followed and all required documents must be provided as specifically directed to ensure access to Carney Park. **Exceptions will not be permitted.**

b) Access Card: The **Carney Park Access Card** is issued to authorized Local National (LN) employees of NSA Naples and its tenant commands (and their family members). This card is

obtained at the Welfare and Recreation Association (WRA) offices. The following documents are required:

- (1) LN DoD employee photo ID, issued by NSA Security
- (2) Printed copy of the **Information Form**
- (3) An official "Stato di Famiglia" copy (no more than 30 days old) or an "Autocertificazione Stato di Famiglia" form.
- (4) \$75 per individual or \$150 per family, for 12 months.
 - Carney Park Access Card single members - No names are added to back of card and must pay fees to escort any guests (up to four) when allowed.
 - Carney Park Access Card family members - All family members are given their own access card and do not pay a fee for their access to the park. Fees are paid for any guest(s) -- up to four per adult (18 years and older) access card holder.
 - * Replacement of lost cards will require an additional processing fee and submission of all supporting documentation.
- (5) Your current Carney Park Access Card, if previously issued.

II. Guest Policies (Single, Family, and Guest Day passes) for Local National Access Card holders

a) LN employees who are Carney Park Access Card holders are authorized free access to Carney Park for themselves and their family member who has an access card.

b) In addition to the immediate family access card holders, each Adult (18 years and older) Local National Carney Park Access Card holder is permitted to purchase four (4) guest passes per day. **Easter Eggstravaganza and Festa Americana, which each have special guest procedures, are not included under these guest policies.**

c) Special functions, events, or instances exceeding Guest Allowance Restrictions must be approved in advance by submitting a NSA Security-approved base access request to Carney Park Welfare Recreation Association (WRA) a minimum of fifteen (15) days before the desired function/event.

Once payment has been made and the list is approved by WRA and MWR, it will be forwarded to the Security Pass and ID office for final review and approval/disapproval.

The typed request for access must include the name of sponsor requesting access, name of the event, date and time of event, and a full and complete list of guest names to include:

- Name of guest
- Nationality
- Birth date
- Passport or Carta d'Identita' number
- Age, if 14 years and older

It is the responsibility of the sponsor to submit a completed access list. MWR is not responsible for ensuring guest information provided to Security is accurate. Security will cross out/void guest names on the guest list that do not have all the required information.

d) LN **Daily Guest Passes** are available at Carney Park, as well as the Capodichino and Support Site WRA offices, at a cost of **five U.S. dollars (\$5) per pass.**

e) To purchase passes, you must bring your NSA Naples ID Card and the Carney Park Access ID. If you do not bring all of these items, you will be unable to purchase at that time.

f) The LN employee is held responsible for ensuring that each member of their party (family and/or guest) adheres to the rules of the park. Failure to do so may result in suspension of the access privilege.

III. LN DOD Employees Fairways Restaurant Access

LN DoD employees are authorized access to Fairways Restaurant for themselves and their family members with a Carney Park Access Card under the following guidelines:

- a) Utilize the main gate to enter the Golf Course property.
- b) Present LN DoD Employee photo ID issued by NSA Security.
- c) Present LN DoD Employee Carney Park Access Card.

IV. LN DOD Employees Golf Course Access

a) LN DoD employees are authorized access to the Carney Park Golf Course for themselves, their family members with a Carney Park Access Card and up to four (4) guests for each adult (18 years and older) LN Carney Park Access Card holder under the following guidelines:

(1) Call the Golf Course (081-526-4296) no more than three (3) days prior to date of visit to determine if space is available on the tee sheet. **Explanation - The tee sheet allows golf staff to track golfers and plan accordingly for busy days. LN DoD employees and U.S. military retirees are provided a three-day (3-day) advance tee time booking window. DoD civilian employees, active-duty JFC/NATO and Circolo Golf Napoli members are provided a five-day (5-day) advance tee time booking window. Active-duty U.S. military and their families are provided a seven-day (7-day) advance tee time booking window.**

(2) Use the main gate to enter the Golf Course property.

(3) Provide the First and Last Name of each person in the golfing group.

(4) Present LN DoD employee photo ID issued by NSA Naples Security.

(5) Present LN DoD employee Carney Park Access Card.

(6) Present current Italian Golf Federation card.

(7) Pay corresponding LN Golf Green Fee and Cart Fee (if golf cart is desired), depending on time of day.

(8) Each guest is allowed to play the golf course a maximum of six (6) times per Fiscal Year, 1 October to 30 September.

b) LN DoD employees may choose to request membership with Circolo Golf Napoli. Eligibility guidelines are set by Circolo Golf Napoli. Call the Carney Park Golf Course (081-526-4296) to obtain current contact information for the President of Circolo Golf Napoli.

V. JFC/NATO (Red and Blue ID cards only) and U.S. Consulate Naples Personnel Fairways Restaurant Access

a) JFC/NATO (Red and Blue ID cards only) and U.S. Consulate Naples Personnel with Carney Park Access Card are authorized access to Fairways Restaurant for themselves and their family members, under the following guidelines:

- (1) Use the main gate to enter the Golf Course property.
- (2) Present JFC/NATO or U.S. Consulate Naples personnel photo ID issued by corresponding Security Department.
- (3) Present JFC/NATO and U.S. Consulate Naples personnel Carney Park Access Card.

VI. JFC/NATO (Red and Blue ID cards only) and U.S. Consulate Naples Personnel Golf Course Access

a) JFC/NATO (Red and Blue ID cards only) and U.S. Consulate Naples Personnel with Carney Park Access Card are authorized access to the Carney Park Golf Course for themselves, their family members with a Carney Park Access Card, and up to three (3) guests for each Adult (18 years and older) JFC/NATO and U.S. Consulate Personnel Carney Park Access Card holder, under the following guidelines:

- (1) Call the Golf Course (081-526-4296) no more than five (5) days prior to date of visit to determine if space is available on the tee sheet.
- (2) Use the main gate to enter the golf course property.
- (3) Provide the First and Last name of each person in the golfing group.
- (4) Present JFC/NATO or U.S. Consulate Personnel photo ID issued by corresponding Security organization.
- (5) Present JFC/NATO or U.S. Consulate Personnel Carney Park Access Card.
- (6) Pay corresponding JFC/NATO and U.S. Consulate Golf Green Fee and Cart Fee (if golf cart is desired), depending on time of day.

(7) Each guest is allowed to play the golf course a maximum of six (6) times per Fiscal Year, 1 October to 30 September.

4. Guest Policies for U.S., JFC, Military/LN retirees and AFGE Local #3712.

Carney Park guest passes (required for guests 4 years old and older) are available for purchase at Carney Park main office during normal business hours. Visiting family members with an NSA Security "Houseguest Pass" may utilize Carney Park free of charge as long as Carney Park is specified on the Houseguest Pass. Any NSA Houseguest Pass holders may access the park and use its programs and facilities without being accompanied by their sponsor. Houseguest Pass holders are not eligible for daily guest pass purchases.

a) Authorized U.S. patrons (and their dependents 18 years old and older) may sponsor and pay for a maximum of 4 guests per I.D. cardholder, (except for Easter Eggstravaganza and Festa Americana, where specific event rules are followed.)

b) Adult (18+) JFC Carney Park Privilege holders may sponsor and pay for a maximum of 4 guests; (except for Easter Eggstravaganza and Festa Americana, where specific event rules are followed.)

c) Retired U.S. Military may sponsor a maximum of four (4) guests per ID card; (except for Easter Eggstravaganza and Festa Americana, where specific event rules are followed.)

d) LN retirees are not authorized access to Carney Park.

e) Force Protection Guest Restrictions-procedures will be enacted anytime the installation Commanding Officer directs.

f) Any events that involve access for Non-U.S. I.D. card holders, or guests not outlined above, must be submitted for approval to the NSA Base Access Security Officer, via MWR, following the procedures stated in paragraph 2c.

g) Members of the AFGE LOCAL #3712 while covered under the contract as MWR employees may sponsor up to 4 guests free of charge per day. Guest passes not used, CANNOT be carried over from day to day and accumulated except for federal holidays,

Easter Eggstravaganza and Festa Americana, where specific event rules are followed.

5. **Fees and waivers.**

a) NSA, NSA Departments, and NSA U.S. Tenant Commands are authorized official picnics in which site fees are waived (based on availability) and guest fees for their LN employees and their immediate family members are waived.

b) Individual NATO commands, and authorized non-DoD groups may request a one-time fee waiver (calendar year) for site fees. Entry fees for guests or NATO individuals without access memberships may be reduced below the \$5 per entry fee, per the table below:

Group Size	Discount	Cost/person
100 or less	5%	\$4.75
101-200	10%	\$4.50
201-300	20%	\$4.00
301+	30%	\$3.50

The submission procedure for requests is outlined in paragraph 2c.

c) Command functions (official non-recreational functions/ceremonies such as retirements, pinning ceremonies, commencements etc.) may be eligible to have the guest fees waived by submitting a request, as outlined in paragraph 2c. Guests of command functions not approved on a base access list must be paid for by an authorized sponsor or Carney Park Access Card holder.

d) An NSA Naples House Guest Pass holder may enter the park at no charge.

e) Members of other organizations affiliated with NSA Naples, but not covered specifically in this SOP, must follow the steps of 2c. Members of these organizations and their personal guests are required to pay site and guest fees in full.

6. **Purchases, Rentals, and Lodging.**

a) Daily use of sports and recreation equipment such as bicycles, balls, Frisbees, soccer balls, tables, chairs, easy-up and large tents, etc., are available for rent and use by patrons. If any items are not returned to the Outdoor Recreation Center at least 15 minutes prior to closing, an additional rental day will be charged. For more information, contact the Outdoor Recreation Center.

b) All reservations for pavilions, picnic sites, recreation center, tent sites and yurts (day use) must be reserved in advance and paid for in full the day of usage. Picnic tables near the basketball courts are available and free of charge.

c) All reservations for fields, fire pits and other free spaces must be made to the NSA Naples MWR Community Recreation Director. Contact information is available at the Outdoor Recreation Center.

7. **Easter Eggstravaganza and Festa Americana Access Policy.**

a) No normal Carney Park Access Card passes sold at Carney Park or by WRA will be accepted for these events, and no event wristbands will be sold the day of the event.

8. **General Rules of Carney Park.**

Neither the U.S. Government nor MWR is responsible for items lost, stolen, or damaged in the park.

a) **Safety:**

(1) Open fires are strictly prohibited.

(2) Only charcoal is permitted to be burned in the grills. MWR does not provide charcoal to patrons.

(3) Patrons must use the barbecue grills provided in the park. Patrons are not permitted to use personal grills within the park.

(4) Glass containers are not permitted in the park. This is for everyone's safety (exception for special MWR-hosted events such as Festa Americana commemorative mugs during the weekend of Festa Americana).

(5) Use of protective equipment (i.e. helmet) is required when using bicycles, skateboards, and rollerblades. Protective equipment is available for rent at the Outdoor Recreation Center.

(6) Seat belts must be worn by all passengers while in a moving vehicle.

(7) Vehicle capacity cannot exceed maximum as determined by manufacturer.

(8) Speeding is not permitted. The speed limit is 15 miles per hour in the park. All patrons are required to follow the traffic flow of the park and obey all signage in the park.

b) Sponsor Responsibilities:

(1) The sponsor is responsible for ensuring that their family members and guests adhere to the park rules.

(2) Patrons of the park are responsible for cleaning up the area(s) used.

(3) All trash must be disposed of in the provided receptacles.

(4) The sponsor is liable for any damage caused to park facilities by themselves, their family, or their guests.

c) Reservations and registering site:

The park has a variety of sites available for use; picnic tables (free sites), picnic/barbecue areas (large and small) and pavilions (large and small).

(1) A reservation is valid from dawn to dusk/10 p.m. This is the same for spaces that are registered with the Outdoor Recreation Center the day of the visit.

(2) All picnic/barbecue sites must be reserved with the Outdoor Recreation Center prior to using and paid for - no free use if not reserved.

(3) There are free picnic table sites available in the park on a first-come, first-served basis. These do not require Outdoor Recreation Center registration to use.

(4) Barbecues, picnic and pavilions - both large and small - require a reservation with a fee or by putting a credit card on file. Without putting a credit card on file or paying for the reservation, the reservation will not be held.

d) **Cancellations/Refunds:**

(1) There are no refunds on guest passes or LN family/guest passes purchased. However, the event/function/party may be rescheduled.

(2) The arrival of inclement weather after you enter the park is not a justified reason to change your pass dates.

(3) Refunds for reservations are authorized if requested at least 72 hours in advance.

e) **Use of Facilities and Behavior:**

(1) Park staff are employees of MWR, NSA Naples, and are present to facilitate a quality experience in the park for all patrons. Please respect them and adhere to their direction.

(2) ALL patrons must keep their pets on a leash at all times. Dogs may be off the leash only in the Dog Park area.

(3) Areas and items in the park are to be used as intended (i.e., a table is not to be used as a platform to stand on.)

(4) Use of sports fields for games or practices requires special permission from the Community Recreation Director. Sports fields are only available for pickup games on the day of your visit and if not reserved or already in use.

(5) Music volume will be kept at reasonable and respectful levels.

(6) No public performances or fundraising of any kind are permitted in the park without advance permission granted by

MWR and by following NSA Naples Rules and Regulations for fundraising.

(7) The park is not a venue for public political expression. It is run and maintained by an entity of the U.S. Government and should be shown the appropriate respect as such.

(8) Carney Park is a family-oriented facility. Abusive, profane, or foul language is prohibited. Please be respectful of all park patrons.

(9) All pets that enter the park must be chipped and have a registration tag from the NSA Naples Vet Clinic.

(10) Pets are not allowed in the park during MWR events specified throughout the year as listed in MWR Marketing, (ie. Easter Eggstravaganza, Festa Americana, etc.)

ANTHONY SMITH