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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) NAVSUPPACT NAPLES INST 5512.5 series  
(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. NAVSUPPACT Naples Carney Park.

**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 (f).

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.

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.

e) LN Carney Park Access Card Holders.

f) Naples Chapter Navy League members

### **3. Carney Park Access Card Policies.**

#### I. Obtaining 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), non-US JFC/NATO (Red and Blue ID cards only) and family members, US Consulate Naples personnel and family members, and authorized members of the Navy League Naples Chapter. This card is obtained at the Welfare and

Recreation Association (WRA) offices or Carney Park NOR Center. The following documents are required:

- (1) LN DoD employee photo ID, issued by NSA Security, or Red/Blue JFC/NATO ID, or Naples Consulate ID.
- (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 1 year. Yearly access runs from 1 June until 30 May. Price for CPAC's will be prorated depending on how many months are remaining in the yearly cycle. Divide the yearly fee into 12 months, and apply to how many months are remaining until 30 May. New or renewing CPAC's can be completed starting 1 May of that year, and expire the following year.

- 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 an additional 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 All Authorized Personnel to Carney Park

a) All authorized personnel to Carney Park, as described in section 2, are 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.**

b) 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 Director or Welfare Recreation Association (WRA) a minimum of fourteen (14) days before the desired function/event.

Once payment has been made and the list is approved by WRA and/or 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, if 14 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.

c) **Daily Guest Passes** are available at Carney Park at a cost of **five U.S. dollars (\$5) per pass**. Limit 4 passes per adult ID Card.

d) To purchase passes, you must bring your corresponding ID Card and the Carney Park Access ID (for those that require a CPAC to enter Carney Park. If you do not bring all of these items, you will be unable to purchase at that time. Daily guest passes may be purchased in advance of their intended use, however each adult is limited to sponsoring 4 individuals per day. For events requiring more than 4 passes per adult ID, a written Base Access Request must be submitted to security 14 days in advance.

e) The sponsor 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 and US Consulate employees are authorized access to the Carney Park Golf Course for themselves and 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) Golf Course Access

a) JFC/NATO (Red and Blue ID cards only) are authorized free access to the Carney Park Golf Course without needing to first purchase a Carney Park Privilege Access Card. This applies for themselves, their family members, and up to three (3) guests for each Adult (18 years and older) 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 photo ID issued by corresponding Security organization.
- (5) Pay corresponding JFC/NATO and U.S. Consulate Golf Green Fee and Cart Fee (if golf cart is desired), depending on time of day.
- (6) 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 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

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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, as long as Carney Park is listed on the guest pass.

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, 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 Carney Park Director

d) U.S. Active-duty, retired, and reserve military on orders; DOD U.S. civilians, their dependents, JFC/NATO CPAC holders, Consulate CPAC holders, and LN CPAC holders are all eligible to reserve cabins in Carney Park. Blackout dates are in effect where no reservations will be allowed. These dates include the weekends of Festa Americana, the Great Navy Campout, SpookTACKular, Chief's season, and other MWR sanctioned events where use of the cabins is required.

Timeline for reserving a cabin is as follows for the sponsor or adult immediate family member:

- (a) U.S. Active-duty, retired, and reserve military on orders: 1 year in advance
- (b) US Civilian: 6 months in advance
- (c) CPAC Holders (to include Non-US Nato, LN, Consulate, Navy League): 1 month in advance

Reservation restrictions for CPAC holders will be in effect for large events in the park to include: Eggstravaganza, Summerfest, Home High school sports weekends, and graduation. For these events, CPAC holders can only make a reservation the day prior, based on availability, to allow for late reservations for visiting families or sports teams for these events.

Overnight guests of eligible Carney Park patrons are allowed to stay in the same or adjoining cabins provided the sponsor is also in the park overnight. All overnight guests will need to have had 2 guest passes purchased at the Carney Park NOR center, one for each day the guest is in the park. Cabin reservations must be made by the sponsor. Each adult sponsor is allowed only 4 guests in the park at a time. No base access requests will be allowed for overnight guests. All overnight guests must be communicated to the Carney Park NOR Center employee at the time of purchase of the guest passes, and total patrons and the names of those staying in each cabin will be recorded in the reservation request in Epite. Military working at the park will also keep the white copies of the overnight guest passes with the guest name. Both day passes of an overnight guest must be presented to the military (1 for each day) when the guest enters the park. Violations of the Sponsor Responsibilities will result in the removal of the guests from the park by Carney Park Security, and the confiscation of the privilege card by the park director.

D) Small pets, to include cats and dogs, are allowed to stay overnight only in designated "Pet Friendly" cabins assigned by MWR. These cabins are currently assigned to cabins 4, 5, 6, 19, 20, and 21. A \$20 service charge for a single pet, and \$30 for two pets, will be added to the reservation. At the time a reservation for a cabin is made, the MWR employee will ask if the customer plans to have a pet stay overnight and explain the pet policy.

#### **7. Easter Eggstravaganza, SpookTACKular, and Festa Americana Access Policy.**

a) No normal Carney Park daily guest 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.

b) Please pay attention to specific event marketing, as access policy to a specific event could change.

#### **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. Users of the two large firepits near the dog park, or the fire pits provided by the Carney Park NOR center, must sign and adhere to the rules outlined in the Carney Park Fire Pit Checklist. The

Fire Pit Checklist was drafted by the NSA Naples Fire Department for the use of fire pits inside Carney Park at approved locations.

- (1) Only charcoal is permitted to be burned in the grills.
- (2) Patrons must use the barbecue grills provided in the park. Patrons are not permitted to use personal grills within the park.
- (3) 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).
- (4) 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.
- (5) Seat belts must be worn by all passengers while in a moving vehicle.
- (6) Vehicle capacity cannot exceed maximum as determined by manufacturer.
- (7) 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.)

John Lenz