

## King Field House Reservation/Request Form

*This request must be approved by the Facility Director*

**There will be no ceremonies lower than Battalion level in KFH.**

Please refer to DTO 10-068 published 1 March 2010.

9) Beginning immediately, Company level or below units will conduct all ceremonies in their Battalion/Squadron area. The POC for this guidance is CSM Wallace at 239-2722

a) Ceremonies include all Change of Commands, Change of Responsibilities, Deployment, Redeployments and any award or other ceremony/events the units develop. Units will not conduct ceremonies in gyms or on named parade fields. Units may draw equipment from buildings and grounds to support their ceremonies.

b) Deployment/Redeployment ceremonies may be scheduled in the deployment center, providing they do not conflict with a movement of troops or a WLC graduation.

Requestor Information: \_\_\_\_\_

Date(s) of Requested Reservation: \_\_\_\_\_

Time(s) of Requested Reservation: \_\_\_\_\_

Area Requested: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Is this request BN level or higher: YES NO

Special Requests: \_\_\_\_\_

### **Requestor Information**

Name and Rank of Requestor: \_\_\_\_\_

Unit/Organization Requesting: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_

Email Address of Requestor: \_\_\_\_\_

Alternate POC: \_\_\_\_\_

Alternate POC Phone: \_\_\_\_\_

Alternate POC Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

### **Staff Member Verification**

Staff Member Taking Request: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature for Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### **Reservation Details**

- There will be no overnight set up without higher approval.
- Maximum 90 days out for reservations.
- Requestor must provide their own detail to set up and tear down and clean up for their event.
- Please notify KFH of cancellations immediately.
- If there is a rehearsal for a ceremony, the facility must be returned to original condition after the rehearsal and reset the next day for the event.
- For ceremonies at KFH, only the back parking lot may be blocked for ceremonies. A limited number of VIP parking spots (not to exceed 10) can be blocked by the requestor in the front parking lot. Do not task DES to block the front parking lot.
- Rehearsals will be allowed no longer than two hours the day prior to the ceremony.
- Rehearsals will not be conducted any later than 1600 hours.

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1<sup>st</sup> Infantry Division and Fort Riley, KS - Daily Tasking Order 10-068

f) Brigade S1s that need assistance in implementing the new procedures can contact Michael Gilmartin, MSE G-1 Operations at [michael.gilmartin@conus.army.mil](mailto:michael.gilmartin@conus.army.mil) or 239-3643 or Mark McPhan, MSE G-1 Operations at [mark.mcphan@conus.army.mil](mailto:mark.mcphan@conus.army.mil) or 239-6692.

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4. SERVICE SUPPORT. None.

5. COMMAND AND SIGNAL. None.

ACKNOWLEDGE:

BROOKS  
MG

OFFICIAL:

  
BALL  
M3/5/7

**ATTACHMENTS:**

- Encl 1 - USR Guidance - MAR
- Encl 2 - Combatives Tournament Flyer
- Encl 3 - ALARACT 053-2010 - Death of a Retired General Officer, (Corrected Copy)
- Encl 4 - ALARACT 054-2010 RC Health Care Professional Education Opportunities
- Encl 5 - ALARACT 055-2010 Validated Manning Requirements for Afghanistan
- Encl 6 - DD Form 93 Soldier Handout

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