

**WA Army National Guard  
Regulation 210-1**

**Installation/  
Facility Rental/  
Facility Use Agreement/  
Lease Procedures**

**Headquarters  
Washington National Guard  
Camp Murray, WA**

**Installation**  
**INSTALLATION/FACILITIES RENTAL/LEASE PROCEDURES**

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By the Order of the Adjutant General



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Official:



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**History:** This regulation was last revised on 8 September 2006. This is a complete revision.

**Summary:** This regulation is the standard reference for the public use and rental of State of Military Department Installations and facilities used by the Washington Army National Guard (WAARNG).

**Applicability:** This regulation applies to all employees of the Washington Military Department (WMD), which includes state employees, federal employees full-time, traditional guard members. Commanders, managers and supervisors are not authorized to make exceptions to this policy.

**Proponent and Exception Authority:** The proponent of this regulation is the Military Department Construction and Facilities Management Office (CFMO), via the Real Property Manager.

**Army Management Control Process:** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and a checklist for conducting internal control reviews.

**Supplementation:** Supplementation of this regulation is official only when promulgated through the CFMO and approved by the Assistant Adjutant General, Army.

**Suggested Improvements:** Users are invited to send comments and improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to The Adjutant General, State of Washington, ATTN: CFMO, Camp Murray, Tacoma, Washington 98430-5013

**Distribution A**

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\*This regulation supersedes WAARNG Reg 210-1, 6 September 2006

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## Chapter 1 - General

- 1-1. **PURPOSE.** This regulation establishes policy, procedures and guidance necessary to administer and manage the rental/lease program of state-owned/co-owned (federal and state) facilities used by the Washington Army National Guard (WAARNG). This regulation provides additional guidance for the rental, facility use, or lease of federally supported facilities operated by the WAARNG. Shared use of National Guard Readiness Centers (RCs) supports the WAARNG mission of providing service and support to local communities.
- 1-2. **APPLICABLE.** The provisions contained in this regulation are applicable to all personnel and activities under control of the WAARNG and state employees except those personnel and activities covered under:
- a. WAARNG Regulation 210-2 (15 June 2012): **BILLETING OPERATIONS FOR TRANSIENT QUARTERS.**
  - b. HEADQUARTERS MEMORANDUM Number 210-1: **Installations, CAMP MURRAY TEMPORARY LODGING, RECREATIONAL VEHICLES AND CAMPERS.**
- 1-3. **REFERENCES.**
- a. **Required Publications**
    - (1) Revised [RCW 38.04.010](#), General Provisions (cited in para 1-4a) Add links to Pubs
    - (2) [RCW 38.12.020](#), Powers and Duties, The Adjutant General (cited in para 1-5a)
    - (3) [RCW 38.20.010](#), Armories and Rifle Ranges (cited in para[s] 1-5a, 2-1a, 2-1d, 2-1e, and 3-10)
    - (4) National Guard Regulations [5-1/ANG 63-101 \(10 May 2010\)](#) (cited in para[s] 1-5a and 4-3b)
    - (5) WAARNG Regulation 210-2 (15 June 2012), Billeting Operations for Transient Quarters (cited in para[s] 1-2a and 4-6)
  - b. **Related Publications**
    - (1) HQs MEMO 210-1, Camp Murray Temporary Lodging, Recreational Vehicles and Campers.
    - (2) AR Reg. 11-27 (3 Feb 1997), Army Energy Program.
  - c. **Prescribed Forms**
    - (1) [DA Form 4753](#), Notice of Unsafe or Unhealthy Working Condition (prescribed in para 2-1e [4])
    - (2) MIL FORM 42, RC Rental Charge Schedule (prescribed in para[s] 2-1f, 3-1d [5], 3-6f, 3-6f [3] and 4-1c)
    - (3) MIL FORM 43, RC Rental Register (prescribed in para[s] 3-6c and 4-5)
    - (4) MIL FORM 65-2, Request for Goods or Services (prescribed in para 3-3c)
    - (5) [DD 1687](#), Notice of Delegation of Authority (prescribed in para[s] 5-2b and 5-2e)

- (6) WMD 1012-16 Facility Use Agreement (prescribed in para[s] 1-4g, 1-5b[6], 1-5b[8], 1-5c[4], 1-5d[5], 2-1b, 3-1, 3-1a, 3-1b[4], 3-1d[1], 3-1d[2], 3-1d[3], 3-1d[4], 3-1d[5], 3-1f[1], 3-6a, 3-6b, 3-6c, 3-6d, 3-6e, 3-6f[2], 4-1b, 4-2a[1], 4-2a[2], 4-2b, 4-2c, 4-5, and 5-1b)
- (7) MIL FORM 370, Audit Checklist (prescribed in para[s] 1-5d[9] and 1-5d[10])
- (8) MIL FORM 448, Military Interdepartmental Purchase Request (MIPR) Worksheet (prescribed in para 4-2a[1])

d. Referenced Form. DA Form 2028, Recommended Changes to Publications and Blank Forms

#### 1-4. DEFINITIONS.

- a. Readiness Center (RC). A RC is a state-owned, co-owned (federal and state) or state-leased or licensed building designed to house a Unit(s) of the WAARNG. In reference to this regulation, the term RC is also defined as and includes any building (or any portion thereof), rifle range, campsite, airport, vessel, quarters, accommodation or training facilities devoted to the use of the militia. RCW 38.04.010 defines an armory (RC) as any state-owned building, warehouse, vehicle storage compound, organizational maintenance shop or other facility and the lands appurtenant thereto used by the Washington National Guard for the storage and maintenance of arms or military equipment or the administration or training of the militia.
- b. Property and Acquisitions Manager (PAM). The administrator and the single point of contact of the rental/facility use and lease program for the Washington Military Department (WMD). The PAM is located within and reports to the Facilities Manager, and a part thereof, the Construction and Facility Management Office (CFMO), of the WMD.
- c. Station. Any piece of real property owned, leased, or licensed by the State of Washington.
- d. Station Commander. The commander of the parent WAARNG Unit stationed at a facility.
- e. Facility. Any piece of real property, including structures, owned, leased, or licensed by the State of Washington.
- f. Building Manager (BM). The designated full-time representative, who is appointed in writing via Memorandum for Record, by the Station Commander, authorized and tasked to ensure the proper day-to-day operation and maintenance of a facility. Normally, this will be a full-time federal (AGR/Technician) supply technician or a senior full-time employee of the senior WAARNG Unit at a facility. The Station Commander may modify this guidance based on local custom and circumstances.
- g. Rental Agreement. The short-term use (5 days or less), of a RC by a group, individual or government agency as documented through an Application and Rental Contract for State Armories WMD 1012-16 (Appendix A).
- h. Facility Use Agreement. This agreement will be used for re-occurring, long term and or specific areas of a RC. The Agreement is negotiated, prepared and approved by the PAM and signed by The Adjutant General (TAG).

- i. Lease. The long-term use (multiple years) of a RC, out building or specific area in the RC by a group, individual or government agency as documented through a Lease. A Lease is negotiated, prepared and approved through the PAM and signed by TAG.
- j. Revenue or income. Funds collected from the rental or lease of RCs are deposited into the Washington State Treasury and managed by the WMD Finance Director for all State owned and shared cost facilities.

#### 1-5. RESPONSIBILITY.

- a. The Rental Lease Program is a State operated program. TAG shall provide overall guidance and policy on the rental of facilities in accordance with RCW 38.20.010. RCW 38.12.020 authorizes TAG to rent or lease RCs for authorized purposes. National Guard Regulation 5-1/ANGI 63-101 provides the authority to rent federally supported RCs. Federal Real Property licensed to the state for use as a state military facility is subject to the license issued and may be sub-licensed for temporary events upon approval of TAG.
- b. The (PAM). Has the primary responsibility of directing the rental/lease programs. The PAM is also the single point of contact to prepare and manage rental, lease and use agreements to ensure that buildings and facilities are operating smoothly by efficiently meeting the customer and tenants' needs (e.g., safety, health, comfort, attractiveness and convenience of public access). In the absence of a PAM, these responsibilities revert to the Facilities Manager in the CFMO. The PAM also assists in mitigating facility related issues involving disputes among tenants and is directed to:
  - (1) Oversee the RC rental, facility use and lease programs in accordance with TAG guidance, this regulation, and local requirements.
  - (2) Provide guidance for following all applicable federal, state and local laws, and governmental regulations for the operation of the facility.
  - (3) Establish, implement, and maintain an automated system for reporting rental and lease activity.
  - (4) Monitor the expenditure of RC rental/lease funds in coordination with the CFMO, which includes the approval of maintenance, repairs, equipment replacement, and operating expenses necessary for improvement of the appropriate facility as requested by the BM; and approved by the Director of CFMO.
  - (5) Review and recommend or deny approval of all rental agreements on behalf of CFMO. Provide a copy of approved rental agreements to the RC BM and tenant.
  - (6) Conduct Annual Training classes for RC personnel, Station Commanders, BMs, and their representatives regarding the requirements of this regulation.
  - (7) Issue and monitor pre-numbered WMD Form 1012-16 to designated personnel.
  - (8) Maintain the files and records for lease activities, i.e. Rental lease forms, insurance documents, rate sheets, authority approval forms, etc.
- c. Finance Director has the responsibility to:
  - (1) Receive and deposit all checks and money orders associated with RC rentals, facility use and leases.

- (2) Keep a copy of the rental and facility use agreement.
  - (3) Maintain a current balance for rental funds available to each facility and central lease accounts.
  - (4) Monitor and review cash receipts in conjunction with the WMD Form 1012-16 for consistency to detect irregularities and trends for each facility.
  - (5) Return security deposits to renters after notification by BM that cleaning was satisfactorily accomplished and no damage or loss was incurred at the facility.
  - (6) Generate monthly revenue and expenditure reports listing each RC.
- d. Building Manager (BM). The BM is the full-time representative of the Station Commander, appointed by MFR signed by Station Commander and shall:
- (1) Be the Point of Contact for the rental of the facility.
  - (2) Become familiar with and assure compliance of all local codes and ordinances relating to public assemblies, occupancy limitations, noise limitations, fire prevention, panic precautions, police permits and protection, and other safety measures.
  - (3) Brief the renter, at time of signing, about the agreement, rules, and policies prior to the start of the event. Briefing should be comprehensive and cover all items that the lessee/renter may have a need to know including: checklist pre-post inspection, rental agreement, a security briefing that, at a minimum, will identify off-limit areas, cleaning standards, inventory count of any chairs, tables and/or other equipment used by tenant, insurance requirements and an emergency point of contact;
  - (4) Have the authority to require a renter to provide security during the rental or facility use agreement. Security may be a private uniformed/licensed security firm or an authorized off-duty military personnel (each BM will provide and/or develop a list of trained and available soldiers). All security will be subject to the jurisdiction of the BM. It will be required that all civilian security personnel will be identified with windbreakers that say "Event staff" or equivalent. The BM will remain accountable for inspecting and securing the facility upon completion of each event. Authorized off-duty military personnel will be compensated at a prevailing wage and paid directly from the renter.
  - (5) Prepare and submit to PAM a WMD Form 1012-16 along with the accompanying cashier's check or money order (NO CASH), for approval and processing of the rental agreement.
  - (6) Maintain a schedule/calendar of events for the facility.
  - (7) Attend an annual training class sponsored by the Real Property Office.
  - (8) Submit an annual report of rentals to the PAM at Camp Murray, Tacoma, WA 98430-5013.
  - (9) Conduct a joint inspection of the facility with the tenant by completing the pre-inspection part of the Audit Checklist (MIL Form 370) (Appendix B), with the renter before the rental event and note any deficiencies.
  - (10) Ensure that the post-inspection segment of MIL Form 370 be completed as soon as practical after the event. It will include a count of tables, chairs, and other property that the tenant will use or has access to during their rental with the physical condition of equipment noted on the form.



- (11) Be prepared to request local law enforcement support for any situation which maybe illegal or out of control.
- (12) Provide guidance and policy for day-to-day operation of the facility.

## **Chapter 2 – Use Of Readiness Centers**

- 2-1. STATE RCs. State RCs are to be used strictly for military purposes except as provided in this regulation. Use by a Unit(s) or individuals of the WAARNG and WMD will have priority use over any other group or organization.
- a. One room in each facility may be set aside for use by a bona fide veteran’s organization, as listed in Appendix C, at the discretion of TAG. Necessary furniture, heat, lights, and janitorial services will be provided by the WMD (RCW 38.20.010). Members of such organizations and their auxiliaries shall have access to and use of the room at any time that is not in conflict with the WAARNG.
  - b. Bona fide veteran’s organizations may be permitted the use of any state RC for athletic (see 2-2a below for restrictions) and social events (subject to fire code limitations) when not in use by WAARNG Units. Payment of normal rental charge is required and is listed on a completed schedule of rental charges for a specific RC. These organizations shall also pay operation and maintenance costs that include heating, lighting, and other miscellaneous expenses incidental to such use. The execution of a WMD Form 1012-16, (Appendix A) is mandatory in all cases.
  - c. TAG may, during any emergency, permit transient lodging in RCs of active military personnel, or other official groups directly involved in the response to the emergency. (This also includes use by the American Red Cross and/or state, county, or city government in the event of civil emergency and/or natural disaster.) No other billeting of individuals in any RC, or on its grounds, will be authorized unless approved by TAG.
    - (1) The scheduling or reservation of facilities will be made with the BM as soon as the need for facilities become apparent.
    - (2) Overnight armory stays by other personnel outside of the WAARNG will be charged \$13.00 per person per night.
    - (3) The presence of a fire guard is required for overnight stays.
    - (4) Renters are responsible for familiarizing themselves with and adhering to all installation safety, fire prevention/protection and conservation.
    - (5) Renters will exercise proper care of state or government furnishing and reimbursement to the installation for loss of, or damage to, state or government property.
    - (6) Renters will ensure that pets are not maintained in the RC.
    - (7) Renters will properly safeguard valuables when unoccupied. The WMD is not responsible for lost or stolen property.
    - (8) Upon completion of an overnight stay or event, the renter will agree to immediately vacate and deliver the property in a condition as good as, or better than that which presently exists. Reasonable wear and tear may be accepted by the BM.

- (9) Requests for exceptions to this regulation will be submitted to TAG and will be considered on a case-by-case basis.
- d. RCs shall be available, at the discretion of TAG, for the following purposes:
- (1) Primary and high school students have preferential rights in the use of the RCs.
  - (2) Casual civic purposes.
  - (3) Amateur and professional sports to include but are not limited to basketball, volleyball, wrestling, and boxing. BMs must ensure that allowed athletic activities are played in a manner to avoid facility damage.
  - (4) Theatrical productions.
  - (5) Non-Commercial Users - Events in this category include wedding and anniversary receptions, routine meeting of service clubs or veterans' organizations, and non-profit community cultural exhibits that charge an admission fee.
  - (6) Commercial Users. Functions of commercial or profit-making organizations, individuals, or groups (regardless of whether the user advertises or promotes the function or restricts attendance) will be permitted only when fair market value has been validated and charged for the rental, facility use agreement. Included in this category are functions that include dances conducted by private individuals or entities as profit making ventures, dealers' exhibits, and commercial sales or promotional activities where large numbers of people will attend, and profits will accrue solely to the private/commercial organization. Exceptions may be granted if the profits generated are for some public or beneficial use. These exceptions may only be granted by TAG.
  - (7) Non-Profit Users - Functions of non-profit organizations, groups or individuals that are not commercial in nature and are not conducted for profit making purposes may be permitted. Typical functions include community sponsored teenage dances, school dances, and fund-raisers for non-profit organizations that charge an admission fee. When there is a question regarding an organization's tax status, a tax-exempt identification number and non-profit certification from the State will be required.

## 2-2. RESTRICTIONS ON USE.

- a. Facilities will not be used for athletic activities that could reasonably cause damage during the normal conduct of those activities. Prohibited indoor athletic activities may include but are not limited to baseball, softball, soccer, and archery.
- b. RCs may not be used for political purposes, nor will the facilities be rented to a political organization, or any affiliate thereof, except to local government agencies for use as a polling place or in the event of an emergency or declared disaster.
- c. No other, then as listed in para. 2-1, sub para c, billeting of individuals in any RC, or on its grounds, will be authorized unless approved by TAG.
- d. RC grounds and/or parking lots will not be used for the storage of personal cars, boats, recreational vehicles, or other personal property. Temporary parking of personal vehicles at the RC during individual duty training or annual training is authorized and will be coordinated by the Unit commander. Certain areas may be designated for visitor or employee

parking. Parking may be limited during business hours and the employee parking areas may not be available for visitor use. Long term parking will not be permitted for federal deployment.

- e. Use of alcohol beverages on state facilities is not allowed unless authorized by TAG in writing.
- f. Privately owned weapons and firearms are not permitted unless authorized by TAG in writing.
- g. Access to Camp Murray Installation will be in accordance with the Camp Murray Unified Policy for Access Control. Individuals 16 years or older are required to have a REAL ID Act compliant identification and will be vetted at the Camp Murray Visitor Control Center prior to entry. Drivers are required to have up-to-date State driver's license, vehicle registration, and insurance to be allowed entry. Visitors may be issued a Visitor Pass for the duration of their activity on Camp Murray.

### **Chapter 3 – Rental Or Lease Of State/Federal Supported Facilities**

3-1. RENTAL PROCEDURES. The rental of State/Federally Supported Facilities RCs shall be governed by the following guidelines/procedures. WMD Form 1012-16 for all state and/or federal RCs will be completed and approved prior to the facility being made available to the renter.

- a. The prospective renter will complete a WMD Form 1012-16 for rental of a facility, sign it, and return it to the BM along with a cashier's check or money order for payment of rent, utilities, insurance certificate and damage deposit.
- b. Determine Charges/Fees, SEE Appendix D
  - (1) Rental fees per fee schedule
  - (2) Utilities
  - (3) Damage deposit will be \$100.00 or 40% of the rental charge, whichever is greater. State and federal agencies are exempt from providing a security deposit. However, these groups may be barred from further use of the facility if they do not properly clean or damage the facility. A written warning shall be given to the state or federal agency to bring the premises back to the original condition before further action is taken against the agency.
  - (4) At the time of execution of all rental agreements, an administrative fee, of not less than \$25.00 or as specified in the WMD Form 1012-16, for each scheduled event is needed to reserve a specific date for that user. This amount will not be refunded.
- c. Types of Payments

A payment based on the RC Rental Charge Schedule (MIL FORM 42), which includes rental charges, damage deposit charges, and utility cost charges for each state-owned RC must be collected. A copy of this schedule is listed in Appendix D.

  - (1) Rental payments will be made by money order or a cashier's check prior to the execution of the event.

- (2) The cashier's check or money order will be made payable to the WMD.
  - (3) No cash shall be accepted.
- d. Rental Agreement Execution
- (4) The BM will submit the WMD Form 1012-16, with a cashier's check or money order for all charges and fees to the PAM, within 24 hours of receipt and within seven days prior to the event. A Memorandum For Record (MFR) will be submitted by the BM to the PAM if the fees are not received within the 24-hour window. Send or deliver to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013.
  - (5) When approved, the PAM will forward the cashier's check or money order to the WMD Finance Division for the deposit of the payment, along with all copies of the WMD Form 1012-16.
  - (6) Upon receipt, State Financial Services will deposit payment in accordance with the Office of Financial Management regulations and properly annotate the receipt of funds on the WMD Form 1012-16. Utility charges will be recorded as a recovery of expenditure against the utility operating costs of the RC. The deposit will be retained through the end of the rental period. The PAM will forward the yellow and pink copies to the BM, while the white copy of the WMD Form 1012-16 is retained by the PAM for three years.
  - (7) Upon receipt of an approved and fully executed WMD Form 1012-16, the BM will retain the yellow copy and forward the pink copy to the renter.
  - (8) RCW 38.20.010 does not allow for in-kind payment made in lieu of rental charge. TAG can authorize rental reduction rates only to veterans' groups and municipalities.
- e. If for any reason the renter does not use the facility, the BM will notify the PAM in writing and/or e-mail. State Financial Services will compute any refund due the renter and issue a refund check. A processing fee of \$25.00 will be retained and deposited into the RC rental fund.
- f. Requirements during and after use.
- (1) Groups renting a WAARNG facility must have copy of WMD Form 1012-16 available.
  - (2) Any required permits, insurance certificates or licenses during the entire rental period.
  - (3) Local ordinances may require vendor or food service permits (including charitable events).
  - (4) Permits are the responsibility of the renter; however, the BM should become familiar with their local city/county requirements.
  - (5) Damage deposits are refundable to the renter if the facility is undamaged and adequately cleaned to the BM's standards at the end of the rental event, after the BM has determined that no damage has occurred.
  - (6) The renter is solely responsible for cleaning the facility. The renter may do the cleaning or hire non-military personnel to do the cleaning provided that in either case, the deposit must be paid and retained until the facility is properly cleaned.

(7) The Renter is responsible to gain access to the facility from the BM. The BM will have discretion regarding security requirements and access to the facility.

g. The BM shall notify the PAM when the facility is appropriately cleaned and undamaged at the end of the rental period. State Finance will issue a refund of the security deposit to the renter upon notification from the PAM. If no such notice is given or no refund is due to the renter, the security deposit will be kept in accordance with Office of Financial Management regulations and will be used to pay for cleaning and/or repair costs.

h. Damaged or Missing Property.

(1) Damaged and/or missing property will result in a claim against the liability insurance policy provided by the lessee/renter. When a loss or damage is discovered, an incident report will be forwarded through proper channels with a copy to the PAM. The lessee/renter shall be contacted and offered one opportunity to correct the problem prior to filing a claim.

(2) The Chief Finance Officer (CFO), will receive notice of the incident that has not been corrected and may file a claim for recovery of damages.

(3) The WMD is not responsible for any damage or loss occurring to any of the renter's property during the rental of a RC.

3-2. LEASE PROCEDURES. All leases are negotiated, prepared and approved through the Real Property Office and signed by TAG. Refer all inquiries about leases to the Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013

3-3. USE OF RENTAL/FACILITY REVENUE. It is the intent of TAG that funds received from the lease of a state-owned/shared facility are used for:

a. Maintenance or improvements to the RC that generated the revenue.

b. Sustainability costs for any and all WMD state facilities. Improvements may include, but are not limited to, special maintenance or rehabilitation, replacement of worn or damaged property caused by the rental and/or leasing of the facility.

c. Utility charges shall be used as a recovery of expenditure and are not available for facility rental receipts. Additionally, damage deposits, which are forfeited due to failure by a renter to properly clean a facility, will also be used to recover cleanup cost.

d. It is the primary responsibility of the WMD to use the rental receipts for maintenance of such facilities and state-owned property within the WMD. These rental receipts will also provide monies for unanticipated damage or unanticipated special requirements within the WMD to support the National Guard.

e. Rental funds will not be used to purchase military equipment or supplies. Funds will be used for operations and maintenance. Request for Goods or Services (MIL FORM 65-2, Appendix E) will be used for this purpose.

f. The Station Commander does not have the authority to waive or reduce rental amounts, deposits, or utility costs. Any reductions must be approved by TAG, or his authorized

representative, and such request shall be in writing in advance of the signing of the rental agreement.

- g. The priority of expenditures is as follows:
  - (1) Repair or damage caused by leasing of the facility.
  - (2) Operation and maintenance/rehabilitation of the leased facility.
  - (3) Operation and maintenance/rehabilitation of other WMD facilities, to include janitorial contractor and cleaning supplies (liquid soap, glass cleaner, floor care producers, restroom disinfectants & cleaners, etc.).
  - (4) Replacement of worn or damaged infrastructures such as carpeting or floor coverings.
  - (5) Other expenditures as approved by the CFMO.
- h. It is the responsibility of the State of Washington to fund an on-going operation and maintenance program of the WMD's owned and operated facilities. Lease revenue will provide funding for unanticipated damages or for maintenance not currently funded by the regular maintenance budget.
- i. A full-time state representative will monitor revenues and expenditures for all equipment that they are accountable for and have entered into the state revenue account, which by law are required to be used for improvements for equipment. These funds cannot be extended for WAARNG activities, Unit parties, soldiers' recognition programs or similar types of activities.
- j. The representative referenced in the preceding paragraph must also keep an updated detailed log of all equipment at the facilities.
- k. Each RC may be entitled to a percentage of revenues earned (less RC fees). It will be determined by agreement between the CFMO Director and State Finance Manager on the best usage for enhancements to state-owned facilities.
- l. The PAM will submit to the CFMO an annual report on September 30 that will list the leases and the total lease revenues.
- m. Lease revenues will not be used to purchase Unit equipment or supplies.
- n. State Financial Services will prepare and submit to TAG an annual report that will account for all lease receipts for the preceding fiscal year. This report will be submitted within ninety (90) days at the end of the state fiscal year, which is currently June 30.

#### 3-4. INSURANCE.

- a. The tenant/renter is solely responsible to maintain comprehensive liability insurance covering the use of the premises and common areas by tenants and its agents, employees, and invitees, at renter's sole cost and expense throughout the entire lease/rental term. The amount of coverage will vary depending on size and type of the activity or event. The PAM will determine the parameters of the event for insurance coverage.

- b. The lessee/renter or facility user will provide the WMD with a Certificate of Insurance stating that liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined is presently in effect. The Certificate of Insurance must include the following provisions:
  - (1) Insurance is required for each event and must be purchased by the lessee/renter and provide proof of insurance prior to the beginning of the lease/facility use or rental period. In the absence of such insurance, this agreement shall be deemed void.
  - (2) The lessee must be identified as the person or organization insured.
  - (3) The address and name of the RC and the dates of the lease should be listed in the certificate.
  - (4) Claims will be made against the insurance certificate for any lost or damaged property or bodily injury that results from the lessee/renter event activities.
- c. State and federal agencies are not required to provide evidence of insurance.
- d. Exceptions to this requirement may be granted by TAG to local governmental agencies that may include school districts. Additional coverage and supervision will be required for any school function due to an additional liability risk.
- e. Private individuals may obtain a certification of insurance through their homeowner's insurance or a private insurance company.
- f. The insurer will not cancel said coverage unless 30 days prior written notice is given to the PAM. The State of Washington, its officers, agents, employees, and servants are included as additional insured, but only in respect to work performed for the State of Washington under this contract. Failure to maintain the required insurance may result in the termination of the lease.

### 3-5. RENTAL DOCUMENTATION.

- a. Rental/facility use requires completion of WMD Form 1012-16.
- b. Pre-numbered WMD Form 1012-16 will be issued to each RC with a signed hand receipt. Additional supplies of the WMD Form 1012-16 may be ordered through WMD, ATTN: Real Property Office, 36 Quartermaster Road, Camp Murray, WA 98430-5013.
- c. Each facility will maintain a RC Rental Register (MIL Form 43, Appendix F). All WMD Form 1012-16 will be accounted for on the MIL Form 43. The MIL Form 43 and all supporting documentation are subject to an audit at any time with or without prior notice.
- d. The white and pink copies of all voided WMD Form 1012-16 will be forwarded to the PAM with a copy to State Finance (Military Department, ATTN: State Finance, Bldg. #1 Camp Murray, WA 98430), along with a Memorandum for Record (MFR), so that all forms are accounted for. Voided WMD Form 1012-16 will be annotated in red ink and the BM will retain the canary copy for the RC files.
- e. The PAM shall maintain a log of issued and used or voided pre-numbered WMD Form 1012-16.

- f. A RC Rental Charge Schedule (MIL Form 42C, Appendix D) has been published for each county RC and states that:
- (1) Rental charges may not be waived except for activities of the WMD and the Washington National Guard that include auxiliaries and family support groups whose purpose is to support the activities of the National Guard. Classes conducted by United States Army Reserve schools or local colleges specifically to support education requirements of National Guard personnel or sponsored by an official National Guard Education Assistance Program, are considered activities of the National Guard. Rental charges may also be waived by TAG as per regulation and law. For special events sponsored or cosponsored by WMD, i.e. Boy Scout, Civil Air Patrol, Youth Group activities, and the Washington Law Enforcement Explorer Training Academy programs, program rental costs may be reduced by TAG. However, Youth Groups will, at a minimum, reimburse the operations and maintenance costs of the facility as computed from the RC Rental Charge Schedule. The execution of a WMD Form 1012-16 is mandatory in all cases.
  - (2) The proper charge for each rental will be determined by reference to the published schedule for that facility and fair market value. All charges must be paid in advance. State and federal agencies are not required to pay in advance and may pay by purchase order; however, the WMD Form 1012-16 must be approved by the PAM prior to any use.
  - (3) The RC Rental Charge Schedule (MIL Form 42C, Appendix D) for each facility will be made available to prospective renters. In the event that a question arises regarding rental charge calculations or applicability, the BM will contact the PAM for assistance. Recommended changes to the MIL Form 42 should be forwarded to WMD, ATTN: Real Property Office, 36 Quartermaster Road, Camp Murray, WA 98430-5013 for review and approval.

### 3-6. REQUIRED REPORTS.

- a. The BM will submit to the PAM every 1 April a reconciled report of rentals that will include the number of times the facility was rented, to who(m) it was rented and the total rental charges. The report will also state the sum of damage deposits that were received, spent, and/or returned. The BM will also include a list of recommendations as to how rental funds should be expended for maintenance/improvements to the facility and list those activities in a priority order for those recommended projects. The BM may submit requests for use of those funds throughout the year, as needs and priorities change, and shall list the justification of each requested expenditure through this documentation.

3-7. CALENDAR. Each RC will maintain a calendar of events for that facility to preclude conflicts of scheduling. A copy should be sent to the PAM every month.

3-8. ENERGY CONSERVATION. All energy resources used in the connection of the facilities will be conserved to the greatest extent possible. Areas such as a drill floor and classroom(s) will be maintained at minimum temperatures when not fully utilized. The reference for energy conservation issues is AR Regulation 11-27 (3 Feb 1997).

3-9. COMPLIANCE WITH RENTAL PROCEDURES. The foregoing regulation for rental of RCs will be strictly adhered to, as required by RCW 38.20.010. This regulation is designed to ensure



all rentals/leases are at fair market value and there are no in-kind agreements. Any violation of these policies will be reported to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013 for appropriate action.

## **Chapter 4 – Rental Or Lease Of State/Federal Supported Facilities**

### **4-1. FEDERALLY SUPPORTED FACILITY RENTAL.**

- a. Federal and non-federal components, with the approval of TAG, may utilize federally supported facilities. TAG approval authority is delegated to the PAM for purposes of this regulation. Federally supported facilities are any facilities listed on the FISP with a code that allows 100% federal reimbursement.
- b. Federally supported facility rentals shall be subject to the same procedures as listed for state facilities, as referenced in chapter 3, by the use of the Rental/Facility Use Agreement (WMD Form 1012-16). The exception of chapter 3 requirements and procedures are identified below.
- c. Utility costs shall be reimbursed based on rates established on the facility RC Rental Charge Schedule (MIL Form 42).

### **4-2. USE OF FEDERALLY SUPPORTED FACILITIES BY FEDERALLY APPROPRIATED FUND ACTIVITIES.**

- a. An entity that is federally funded (such as United States Army, Reserve or Department of Energy) that wants to rent a facility or portion thereof must have a current Interagency Support Agreement (ISA) in place to identify damage costs and Incidental Incremental Charges (IIC).and shall submit a direct reimbursement utilizing one of the following two methods prior to the execution of the event:
  - (1) DOD activities will use a Military Interdepartmental Purchase Request (MIPR) Work Sheet (MIL Form 448), Appendix F). The MIPR shall reference the name of the facility and the date of use and be transmitted to the United States Property and Facilities Office-Resource Manager (USPFO-RM). The BM will forward the WMD Form 1012-16 to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The PAM will then forward a copy of the approved WMD Form 1012-16 to the USPFO-RM that will be filed with the MIPR. The PAM will also forward a copy to the Federal Program Manager for the Appendix 1001 to the Cooperative Agreement.
  - (2) All Non-DOD Federal activities will prepare a cashier's check or money order, made out to U.S. Treasury. The BM will forward the payment and the WMD Form 1012-16 to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The PAM will forward the check and a copy of the approved WMD Form 1012-16 to the USPFO-RM. The PAM will forward a copy to the Federal Program Manager for Appendix 1 to the Cooperative Agreement.
- b. When the Federal Program Manager, in accordance with Appendix 1001, receives a WMD Form 1012-16 from the State PAM, he/she shall forward a worksheet to the NGB- Program Coordinator, indicating an increase in direct reimbursement dollars. The Federal Program Manager will also submit a funding document in the amount of directly reimbursable dollars.

#### 4-3. USE OF 100% FEDERALLY SUPPORTED FACILITIES BY NON-FEDERALLY APPROPRIATED FUND ACTIVITIES.

- a. This includes any use by organizations that are not federally funded. Organizations include other state and local government agencies and private and charitable groups.
- b. Rental costs for youth groups may be reduced or waived by TAG in accordance with NGB 5-1, Chapter 6-3. However, youth groups will, at a minimum, reimburse the operations and maintenance costs of the facility as computed from the RC Rental Charge Schedule. The execution of a WMD Form 1012-16 is mandatory in all cases. Payment will be made by a cashier's check or money order, payable to the WMD.
- c. All Non-DOD Federal activities will prepare a cashier's check or money order, made out to the U.S. Treasury. The BM will forward the cashier's check, money order and the WMD Form 1012-16 to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013. The PAM will forward the cashier's check and a copy of the approved WMD Form 1012-16 to the USPFO-RM. The PAM will forward a copy to the Federal Program Manager for Appendix 1001 to the Cooperative Agreement.
- d. The state PAM will also forward a copy of the WMD Real Property Management Rental Contract Details Report for all RCs to the USPFO-Grants Office on a quarterly basis.

4-4. USE OF RENTAL FUNDS. All rental proceeds from 100% federal generated funds at a 100% federally supported facility shall be applied to the CA Appendix 1001 as Program Income.

4-5. AUDIT REQUIREMENTS. The RC Rental Register (MIL Form 43, see Appendix E) and WMD Form 1012-16 will be maintained for six years and three months from the close of the appendix and will be audited in accordance with federal and state regulations.

4-6. FEDERALLY SUPPORTED TRANSIENT HOUSING. WAARNG SOP Transient Billeting WMD 210-2, governs rental and use of federally supported transient housing.

### **Chapter 5 – Additional Information**

#### 5-1. AUTHORITY OF THE STATION COMMANDER.

- a. Except as otherwise provided in this regulation, the Station Commander will act as the designated agent of and for TAG in all matters relating to the operation, use, and rental of their respective facility. This authority is found in the Assumption of Command Letter from TAG. The scope of authority of the Station Commander will extend over the entire facility complex including maintenance, storage, and parking facilities. He/she may not, however, interfere with the functions of organizational commanders that are stationed at the facility in the conduct of their command (see Appendix H, Facilities).
- b. The Station Commander may, if he/she deems necessary, require renters to provide cleaning during the rental period and should state this cleaning requirement on the WMD Form 1012-16. The Station Commander has the option to require local Unit members or private vendor be hired to meet those security or cleaning requirements with prior approval from the PAM. The cost of providing security will be the responsibility of the renter.

- c. Station Commanders do not have final authority for approving a rental agreement. Leasing authority is reserved only for TAG or his authorized representative.

#### 5-2. APPOINTMENT OF AUTHORIZED REPRESENTATIVES.


- a. Station Commanders are authorized to appoint one or more individuals to act as their “authorized representative” and to delegate signature authority to them for purposes of this regulation.
- b. Notice of Delegation of Authority (DD Form 1687, Appendix H) will be used when making these appointments. Any change of Station Commanders will require a new appointment even if the authorized representative remains the same. Any change in authorized representative(s) will require submission of two DD Form 1687’s; one to withdraw from current appointee(s) the authority granted, and one to delegate to the new appointee(s) the authority.
- c. Only the Station Commander, or the authorized representative(s), shall have the authority for the initial approval of rental documents and submit them to the PAM as required by this regulation.
- d. An authorized representative will indicate that he or she is signing for the Station Commander by inserting “FOR THE STATION COMMANDER.” This in no way relieves the Station Commander of the responsibility for compliance with all aspects of this regulation.
- e. The DD Form 1687 will be completed with two originals; one to be maintained at the facility and one original forwarded to WMD, ATTN: Real Property Office, Bldg. 36, Camp Murray, WA 98430-5013

### **Chapter 6 - Program Review**

- 6-1. SCOPE. The scope of a review shall be to ensure that all RC rental/facility use programs are managed in compliance with this regulation.
- 6-2. PERIODIC REVIEWS. Employees of the State of WMD will audit the RC Rental Program for each facility.
- 6-3. RESPONSIBILITY. The PAM shall be responsible for the review and shall maintain a schedule of reviews, a log of results, copies of checklists, and memorandum of reviewer appointments.
- 6-4. AUTHORIZED REVIEWERS. The reviews shall be conducted by State of Washington employees specifically appointed by memorandum of TAG.

# Appendix A Application And Rental Contract For State Armories

Pages 1 and 2



## WASHINGTON STATE MILITARY DEPARTMENT

### RENTAL/FACILITY USE AGREEMENT FOR READINESS CENTERS

The State of Washington, acting by and through the Washington Military Department, hereafter referred to as STATE, and the RENTER, agree as follows: It is understood and agreed that the use of the facility is to be governed by military code of the STATE, by the rules and regulations governing Readiness Centers and under the terms and conditions identified in Attachment 1 (page 2 of this agreement).

(PLEASE PRINT)

READINESS CENTER: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_  
 RENTER: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_  
 RENTAL STARTS: \_\_\_\_\_ RENTAL ENDS: \_\_\_\_\_  
 REOCCURRING DAYS:  SUN  MON  TUE  WED  THU  FRI  SAT HOURS PER DAY: \_\_\_\_\_

Renter custody begins the moment the Renter takes possession and ends after the Renter has cleaned the facility satisfactorily and the STATE regains possession. The Building Manager is the STATE POC and will enforce provisions of this agreement. The Building Manager is authorized to terminate a rental event if the Renter is not abiding by this agreement and all the terms listed on Attachment 1 (page 2 of this agreement).

ENTITY TYPE:  STATE/LOCAL GOVT.  FEDERAL GOVT.  PRIVATE  NON-PROFIT  COMMERCIAL  POLLING

FACILITIES NEEDED:	QUANTITY	RENTAL RATE	HRS/EVENT/DAY	LENGTH OF TIME	RENTAL AMOUNT
<input type="checkbox"/> DRILL FLOORS	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> KITCHENS	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> OFFICES	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> CLASSROOMS	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> TABLES/CHAIRS	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> PARKING SPACES	_____ x	\$ _____	_____ x	_____	= \$ _____
<input type="checkbox"/> OTHER	_____ x	\$ _____	_____ x	_____	= \$ _____
<b>RENTAL SUBTOTAL</b>					= \$ _____

UTILITIES – ADD % of RENTAL SUBTOTAL:  POLLING \$25  ALL OTHERS 30% = \$ \_\_\_\_\_  
 DAMAGE/SECURITY DEPOSIT:  \$100 MINIMUM  40% of 'RENTAL SUBTOTAL' If over \$250 = \$ \_\_\_\_\_  
 NON-REFUNDABLE ADMINISTRATIVE FEE:  \$25 For events less than \$500  \$50 For events \$500 and over = \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_  
 PAID: = \$ \_\_\_\_\_  
 BALANCE DUE BY: \_\_\_\_\_ BALANCE DUE (10 days prior to event) = \$ \_\_\_\_\_  
 OPTIONAL SECURITY GUARD FEES: \_\_\_\_\_

- Total Amount due will be paid by money order or a bank-issued cashier check 10 days prior to the event and made out to the Washington State Military Department. No cash or personal checks allowed. However Governmental agencies can use a Purchase Order.
- Renter must provide an Insurance Certificate and endorsement prior to contract approval. Insurance certificate is not valid without endorsement. (See Attachment 1, Item 3)
- The STATE at its sole discretion may, at any time, without prior notice, terminate, modify, or amend this agreement.

By signing this agreement the RENTER acknowledges and accepts the Rental Agreement Terms and Conditions incorporated in and attached hereto as Attachment 1 (page 2 of this agreement).

RENTER INFORMATION MUST BE FILLED OUT COMPLETELY (Please print clearly)

PRINTED RENTER NAME: (First/MI/Last) \_\_\_\_\_ SIGNATURE OF AUTHORIZED REPRESENTATIVE OF ORGANIZATION \_\_\_\_\_

RENTER STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 (Please print and sign clearly)

PRINTED NAME: BUILDING MANAGER \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_  
 PRINTED NAME: REAL PROPERTY MANAGER \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_  
 PRINTED NAME: AUTHORIZED STATE REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**STATE FINANCE TO COMPLETE THIS SECTION**

CHECK DATE: _____	MO# / CHECK#: _____	PAYMENT: \$ _____	RECEIVED: _____
CHECK DATE: _____	MO# / CHECK#: _____	PAYMENT: \$ _____	RECEIVED: _____
CHECK DATE: _____	MO# / CHECK#: _____	PAYMENT: \$ _____	RECEIVED: _____
CHECK DATE: _____	MO# / CHECK#: _____	PAYMENT: \$ _____	RECEIVED: _____

CHARGE CODE: \_\_\_\_\_ STATE FINANCIAL SERVICES REPRESENTATIVE: \_\_\_\_\_  
 REFUND TO: \_\_\_\_\_

Page Distribution: white to Real Property Mgr, canary to Renter, pink to State Finance, blue to Bldg Mgr

**WNG NO. SEA1234**

WMD Form 1012-16  
 (Replaces MIL Form 80)  
 No other form to be used.

Page 1 of 2

RENTAL AGREEMENT

Attachment 1

RENTAL AGREEMENT TERMS AND CONDITIONS

1. Comply with all federal, state, and local laws, codes, regulations, and ordinances applicable to the use of said premise, including but not limited to any noise or nuisance ordinance, occupancy limitations, civil rights statutes, etc. Emergency and regulatory agents are permitted unrestricted entry to any event to perform their official duties. Renter shall comply with Local County Health Department requirements on food sales. Renter shall not apply any pesticides while using state premises.
2. The RENTER hereby expressly agrees to assume full and complete responsibility and shall indemnify, defend, and hold harmless the STATE, The Adjutant General, its officers, agents and employees from all claims, injury or accident to persons which may be occasioned in such Readiness building during the period the same as in use by the RENTER; whether such damage, injury or accident occurs through the fault or neglect of the RENTER, suits, or actions of any nature arising out of the use of the property by the Renter, its officers, subcontractors, agents, employees, or invitees.
3. Private individuals may obtain certificate of insurance through their homeowner's insurance or a private insurance company. Insurance Certificates must include the following:  
  
Name of the Event/Readiness Center Address/Rental Dates. Renter must be identified as the person or organization insured. Liability insurance not less than \$1M per occurrence for bodily injury and property damage. Washington Military Department Listed as additional insured, and must include endorsements. In the absence of such insurance, this agreement shall be deemed void.
4. Not allow exhibitionism, indecent, or offensive acts contrary to accepted standards of moral conduct by either entertainers or patrons.
5. It is further understood that this agreement may be canceled by the STATE at any time prior to the beginning time and date listed above, and that in the event of such cancellation; all fees will be returned to the RENTER. The RENTER may cancel at any time, but cancellation less than one week to the beginning time and date may result in forfeiture of the damage/security deposit.
6. The Renter will cause no damage to the rented premises or property while in RENTER's custody and when RENTER's custody terminates, return the premises or property in the same condition they were at the time Renter took possession. Renter will be charged for any damage or required cleaning and RENTER's damage/security deposit will be reduced accordingly.
7. Not affix permanent banners, signs, or other items to walls or doors or interfere with the business of the state agency providing the facility to include the hindering of foot traffic on premises or blocking any fire exits.
8. If requested, the RENTER agrees to provide and pay for appropriate security for their event. If an outside or private security company is hired, they must be licensed and bonded in accordance with state regulations.
9. RENTER will not erect or operate any engine or motor machinery on the premises without previous permission from the RPM. The use of oils, burning fluids, kerosene, propane, naphtha or gasoline for either mechanical or other purposes is prohibited. Food warming receptacles using "sterno" or like item is an exception.
10. **No smoking inside the facilities; smoking will only be allowed in designated areas no less than 25 feet from the facility structure.**
11. The RENTER will provide all janitorial service/equipment necessary to keep the portion of the building in use by such RENTER in proper condition and at the termination of such use will remove all temporary decoration, booths or other temporary installations and leave the building in a clean and satisfactory condition.
12. It is understood that this Rental Agreement upon its final approval by the Real Property Manager, shall constitute the contract under which the RENTER is permitted the use of such building upon the dates thereto set forth and that the Real Property Manager or the Station Commander of the Readiness Center is empowered to require such additional safeguards as may be necessary to fully and completely protect the property of the State and Federal government comprised and contained in such Readiness Center from loss or damage.
13. The sale and consumption of alcoholic beverages, controlled substances and illegal drugs is prohibited in STATE facilities. Any person under the influence of alcohol, controlled substances or illegal drugs is not permitted on STATE property.
14. Non-school sponsored youth events shall be chaperoned with one adult chaperone per every 10 youth.
15. Events designed to create profit for Commercial or a for-profit business will be considered on a case-by-case basis, approved by the RPM and CFMO.

## Appendix B – Pre & Post-Inspection Checklist for Facilities

The Checklist below constitutes an agreement between the renter, or any scheduled user, Unit Representative, and individuals of the WNG & Washington State Military Department that have been scheduled to use the facilities. A walk-through inspection will be done the day prior or the first day of use, for scheduled events. If there is a rental contract, a walk-through inspection will be done the prior day prior or on the day of signing.

### I. DRILL FLOOR: *\*Note Deficiencies* PREINSPECTION POSTINSPECTION

- a. Floor swept and clean (Free of spills & stains) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- b. Walls free of scuff marks and graffiti Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- c. Garbage free (No trash on floors/or in trash can) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- e. Are windows broken (They do not open) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- f. Light fixtures are damaged free and have screen covers Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- g. Automatic garage door functional Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- h. Fire exit doors accessible (Do Not Block) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_

### II. LOBBY AREA REST ROOMS (MALE/FEMALE):

- a. Are rest rooms clean Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- b. Are mirrors cracked or missing Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- c. Are stall doors serviceable Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- d. Are floor drains, sinks and toilets clogged free Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- e. Light fixtures are damage free and functional Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- f. Walls free of scuff marks and graffiti Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- g. Dispensers (tissue rolls, soap, hand towel and TT)  
functional Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_

### III. KITCHEN & VENDING MACHINE AREA:

- a. Are sinks clean and clogged free Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- b. Are floor drains clogged free Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- c. Are vending machines serviceable Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- d. Are floors swept and clean (free of spills & stains) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- e. Light fixtures are damage free and functional Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- f. Are kitchen appliances clean and serviceable Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- g. Are windows cracked or missing Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- h. Walls free of scuff marks and graffiti Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- i. Garbage free (No trash on floors/or in trash can) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- j. Are countertops and sink clean Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_

**IV. GYM AREA:**

- a. Are mirrors cracked or missing Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- b. Is weight equipment stored properly Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- c. Are the floor mats stored properly Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- d. Walls free of scuff marks and graffiti Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- e. Is the floor swept and clean Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- f. Garbage free (No trash on floors/or in trash can) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_

**V. LOCKER & RESTROOMS (MALES & FEMALE):**

- a. Are floors swept and clean Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- b. Walls free of scuff marks and graffiti Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- c. Garbage free (No trash on floors) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- d. Are stall doors serviceable Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- e. Light fixtures are damaged free Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- f. Fire exit doors accessible (Do Not Block) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- g. Are mirrors cracked or missing Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- h. Are floor drains, sinks, toilets and showers clogged  
free Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- i. Are shower curtains available for each shower stall Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- j. Dispensers (tissue rolls, soap, hand towel and TT) Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_
- k. Are showers clean Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_

**VI. SECURITY Yes\_\_\_ No\_\_\_ Yes\_\_\_ No\_\_\_**

**REMARKS:**

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**Inspected By (Facility user)**

**Verified By (Facility Representative)**

**Date**

**Post Date**

**Post Date**

**MIL FORM 370** 18Aug2006 (2of2) Supersedes MIL FORM 370 and MIL FORM 371, dated 1Dec01 which are obsolete and may no longer be used.

## **Appendix C - Certified Veterans Association Groups**

**All bona-fide Veterans organization listed, and any other Veterans group authorized in writing from TAG**

**Veterans Of Foreign Wars**

**American Merchant Marine Veterans Allied Veterans Council**

**American Veterans Home Associations**

**Daughters Of Union Veterans Of The Civil War**

**Disabled Veterans Of America**

**The American Legion**

**Filipino War Veterans Of Washington**

**Jefferson County Veterans Memorial And Museum Association**

**Lao Veterans Association Of Washington State**

**Nisei Veterans Committee**

**Northwest Chapter Paralyzed Veterans Of America**

**Orion Veterans Historical Organization (USS Orion As-18)**

**Puget Sound Veterans Association**

**Bremerton Disabled Veterans Memorial Building Association**

**Kitsap County Veterans Coalition 5050**

**Snohomish County United Veterans Network (S.C.U.V.N.)**

**Sport Veterans Association Of The Republic Of Armenia**

**Summer Veterans Building Association**

**The Benton-Franklin Veterans Service Coalition**

**The National Vietnam Veterans Coalition Foundation, The Pierce County Veterans Advisory Council**

**Tri County Veterans Outreach**

**Vietnam Veterans Museum Of Washington State Vietnam Veterans Of America**

**Vietnam Veterans Of Washington State**

**Vietnam Veterans Wives**

**White River Valley Veterans Building Association, All-American Association Of Invalids And Veterans Of World War II-Seattle Branch**

**Republic Of Vietnam Armed Forces Veterans' Confederation of Washington State**

**Disabled American Veterans, Washington Regional Group Blinded Veterans Association**

**Washington State Council Of Vietnam Veterans Of America, Yankee Doodle Post #5 Of American Veterans Of World War II And Korea**

**Veteran's Honor Guard**



**Veteran's League Of Washington**

**Veterans Memorial Cemetery Of Roslyn, Veterans Memorial Museum**

**Veterans Who Care Foundation**

# Appendix D - RC Rental Charge Schedule, MIL Form 42

**Appendix D  
Readiness Center Rental Charge Schedule**

**READINESS CENTER RENTAL CHARGE SCHEDULE**

SPACE OF FACILITY	CENTER LOCATION (SAMPLE)		DAYS PER MONTH
	NON PROFIT ORGANIZATION	ALL OTHERS	
DRILL FLOOR	\$16.00 PER HOUR	\$37.00 PER HOUR (1)	\$150.00 (1)
KITCHEN	\$50.00 PER EVENT	\$75.00 PER EVENT	\$ 30.00 PER DAY
CLASSROOM	\$ 6.00 PER HOUR	\$10.00 PER HOUR	\$ 6.00 PER HOUR
POLLING PLACE FOR ELECTION	\$25.00 FLAT FEE		
MISCELLANEOUS EXPENSES AND UTILITY CHARGE	30% OF TOTAL RENTAL	30% OF TOTAL RENTAL	30% OF TOTAL RENTAL

REMARKS: 1. MAXIMUM RENTAL FEES CHARGED BASED ON 8 HOURS OF USE DURING A 24 HOUR PERIOD WILL BE \$300. IF THE EVENT IS LONGER THAN 8 HOURS NO SET UP/TAKE DOWN RENTAL FEES WILL BE CHARGED. IF THE EVENT IS LESS THAN 8 HOURS SET UP/TAKE DOWN TIME WILL BE INCLUDED IN THE RENTAL PERIOD.

2. RATES FOR FEDERAL, STATE AGENCIES, LOCAL GOVERNMENT TO INCLUDE SCHOOL DISTRICTS AND BONA-FIDE VETERANS GROUPS WILL BE CALCULATED PER WAARNG REG 210-1.

APPROVED: \_\_\_\_\_ (date) FOR THE ADJUTANT GENERAL: \_\_\_\_\_ Real Property Manager

**MIL FORM 42** 18Aug2006 Supersedes MIL FORM 42, 25 Jul 97, which is obsolete and may no longer be used.

28 WAARNG Reg 210-1 • 8 September 2006

Appendix E - RC Rental Register, Mil Form 43

Appendix F  
Readiness Center Rental Register

READINESS CENTER RENTAL REGISTER

YEAR 20 DAY MO	NAME OF APPLICANT AND PHONE NUMBER	PURPOSE OF RENTAL	RENTAL DATE		AMOUNT OF RENTAL	CONTRACT NUMBER	DEPOSIT AMOUNT
			FROM	TO			
10 Jan	John O. Public 123-4567	Dance	10Jan	10Jan	104.00	08326	52.00

MIL FORM 43 18Aug2006 Supersedes MIL FORM 43, 12 Jun 89, which may be used until existing stock is exhausted.

## Appendix F - Military Interdepartmental Purchase Request (MIPR) Work Sheet (DD Form 448)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1.
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		PAGE <b>1</b> OF PAGES
7. TO:				5. MIPR NUMBER		
				6. AMEND NO.		
7. TO:				8. FROM: <i>(Agency, name, telephone number of originator)</i>		
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
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					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL \$0.00
12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>				13. MAIL INVOICES TO <i>(Payment will be made by)</i>		
				PAY OFFICE DODAAD		
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		ACCTG STA DODAAD	AMOUNT
15. AUTHORIZING OFFICER <i>(Type name and title)</i>				16. SIGNATURE		17. DATE

DD Form 448, JUN 72 (EG)

PREVIOUS EDITION IS OBSOLETE.

## **Appendix G - Facilities**

Anacortes

Bremerton

Buckley

Camp Murray – Bldgs.’ 5, 12, 13, 28, 29, 30, 31, 32, 33, 34, 44, 53, 80, 90, 91, 92 97, 98, 99

Training Site, Bldgs. 40, 41, 46, 47, 48, 61-66

Centralia

Ephrata

JBLM, AASF, CSMS and UTES, Bldg. 6224, Bldg. 6205

Grandview

Kent

Longview

Marysville

Montesano

Moses Lake

Pasco

Port Orchard

Redmond

Richland

Seattle

Snohomish

Spokane

Tumwater

Vancouver

Walla Walla

Wenatchee

Yakima

YTC 951, (MATES)

# Appendix H - Notice of Delegation of Authority, DD Form 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
LOCATION			SIGNATURE AND INITIALS		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY				
	REQ	REC			
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO:					
REMARKS					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01ES