





# CAMP MURRAY APPROVED VISITOR LIST

MEMORANDUM FOR SPONSOR

REVISED: 1 February 2022

FROM: CAMP MURRAY SECURITY

SUBJECT: SPONSOR RESPONSIBILITIES

1. Sponsors are directly responsible for the conduct of their invited guests and must ensure visitors follow all established laws, regulations, and directives that provide for the good order and discipline and public safety while on Camp Murray. Sponsors must be in attendance at the event they are sponsoring and must take an active role in ensuring the event remains peaceful and lawful. If the event becomes disorderly or dangerous, sponsors must notify Security personnel.
2. All sponsors are required to ensure their guest's possess valid identification credentials, such as a driver's license or photo ID. Guests who bring vehicles on base must possess and display on request appropriate vehicle documentation (registration, proof of insurance and valid driver's license).
3. In addition, sponsors are required to brief their guest's on the following items listed below:
  - a. Guests could be asked by on-duty Security personnel to consent to search of their vehicle while entering, on, or leaving Camp Murray.
  - b. If a vehicle belonging to a guest is towed or impounded on Camp Murray, they are responsible for all costs and actions associated with towing and recovery of the vehicle.
  - c. All occupants must wear seatbelts and restraining devices while operating on Camp Murray.
  - d. Guests must limit their movement to authorized traffic ways. Off-limit areas are identified by signs showing "Restricted Area" or "Controlled Area".
  - e. Guests must observe all posted traffic laws and base regulations.
  - f. Visitor Control personnel will notify the sponsor where the Entry Authorization Letter will be located. Ensure that your guests are informed of the location of the EAL to ensure a faster process to enter the installation.
4. Please acknowledge receipt and agreement that you will provide this briefing to your guests with your signature.

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**Printed Name**

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**Signature**