



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140

DepO 11100.7  
3  
26 MAY 1992

DEPOT ORDER 11100.7

From: Commanding General ~~-----~~  
To: Distribution List

Subj: SOP FOR THE DEPOT THEATER

Ref: (a) DepO P11320.5C

Encl: (1) Recurring Tenant Unit Requirements For Theater Use  
(2) Depot Theater Weekly Schedule Report Format

Report Required: Depot Theater Weekly Schedule (Report Control  
Symbol EXEMPT), par. 5

1. Purpose. To publish information, policy, and implementing instructions for the management and operation of the Depot Theater.

2. Background. The Depot Theater is located in Building #30, at the eastern end of the parade deck, adjacent to the Recruit Training Regiment Headquarters; its maximum seating capacity is 2,351. The theater is a training facility which supports both Depot permanent personnel and recruits as a place for graduation ceremonies, movies, plays, talent shows, religious services, etc. It may also be used by military organizations external to the Depot.

3. Responsibilities

a. The AC/S, G-2/3, has operational responsibility for the Depot Theater and staff cognizance over its management.

b. The Director, Training & Audiovisual Support Center (TAVSC), as the OIC of the theater, shall manage the scheduling and daily operation of the theater.

c. The Depot Training Facilities SNCO (DTF SNCO) is responsible for supervising the daily operation of the theater.

4. Policy. The theater shall be made available to all tenant Depot organizations, and to external military organizations whose requests do not conflict with the Depot's requirements, and are in compliance with DoD regulations governing use of military facilities.

5. Implementation

a. Admin Information and Operational Procedures

(1) The theater office is located off the lobby at the front of the building, accessible through any of the main entrance doors.

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The office phone number is 524-4458. At 524-4460 is a recorded message announcing movies now showing and those upcoming.

(2) Budget. The theater budget shall consist of funds for basic cleaning and admin supplies. The Director, TAVSC shall manage the theater budget and submit an annual budget request for upcoming fiscal years to the AC/S, G-2/3 (Attn: Depot Training Officer). The AC/S, G-2/3 shall forward theater budget requests to the AC/S, Comptroller for action.

(3) Office Hours of Operation. The Depot Theater Office will regularly be open each week from 0730-1700, Monday through Friday; but will be closed on federal holidays.

(4) Priority of Use. The requirements of tenant Depot units for use of the theater shall have priority over requests from external organizations. The theater shall be reserved, as indicated in enclosure (1), for known recurring tenant unit requirements that will preempt all other requests.

(5) Scheduling. Requests to reserve the theater shall be made in writing and will be considered in the order in which received. Requests which may carry legal liabilities shall be referred to the AC/S, Staff Judge Advocate for review before a final decision is made. Similarly, requests which may require coordination with local law enforcement agencies, traffic/crowd control, or other military police action, shall be referred to the Depot Provost Marshal.

(a) Tenant Units. Tenant Units should submit their requests directly to the Director, TAVSC. The Director, TAVSC shall provide written notification of approval to the requesting unit, and shall refer scheduling conflicts that cannot be resolved to the AC/S, G-2/3 for resolution.

(b) External Military Organizations. Requests from military organizations external to the Depot shall be addressed to the CG (Attn: AC/S, G-2/3) for action. The AC/S, G-2/3 shall respond in writing to these requests.

(c) Any organization may contact the Director, TAVSC directly to ascertain the present and projected availability of the theater or to assess the feasibility of a prospective event; however, no request should be considered approved until the requestor receives such approval in writing. Once a request is approved, direct liaison with the DTF SNCO to coordinate details is encouraged.

(6) Use of Theater Spaces. Certain theater spaces may be designated as storage areas to support recurring requirements of tenant Depot organizations. Requests for this shall be forwarded by the Director, TAVSC to the Director, Facilities Division for a decision. Modification of any theater space without prior approval of the Director, TAVSC, is not authorized. Equipment and other articles belonging to tenant organizations and stored in theater

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spaces shall not be tampered with or moved without authorization from the owning agency, except in the case of an emergency, whereupon the owner shall be notified as soon thereafter as practicable.

(7) Theater Equipment Operation. Except for individuals designated by the Depot Facilities Maintenance Officer, only those certified by the Director, TAVSC, are authorized to operate the heating/ventilation system, stage curtain and lights, and audiovisual equipment in the theater. The TAVSC should be contacted to schedule operator licensing. Equipment and other articles belonging to tenant Depot organizations and stored in theater spaces shall not be tampered with or moved without prior authorization from the owning agency, except in the case of an emergency, whereupon the owner shall be notified as soon thereafter as practicable.

(8) Police. The Depot Theater shall be kept in a high state of police at all times. A four-man recruit working party, provided by RTR, shall conduct daily cleanup and tenant level maintenance Monday through Saturday, under the supervision of the DTF SNCO. Coordination for this daily cleanup detail shall be made between the DTF SNCO and the RTR S-4 one week in advance. Police of the theater, upon completion of each function or event, is the responsibility of requesting organizations.

(9) Maintenance. Early identification of problems requiring maintenance is imperative, and incumbent upon all theater patrons and users. Maintenance of the theater shall be accomplished in accordance with Depot Facilities Division procedures. The DTF SNCO shall initiate maintenance work requests and track their status until action is completed.

(10) Security. The Depot Theater shall be secured after each function and at the end of normal working hours when not in use. Two complete sets of keys to all theater doors shall be on permanent issue to the Director, TAVSC, from the Depot Facilities Maintenance Division. One complete set of theater keys shall be subsigned to the DTF SNCO; a set of keys to the outside theater doors shall be subsigned to the Depot Officer of the Day (DOOD); and keys to inside doors may be subsigned to representatives of tenant organizations, as required. Reproduction of issued theater keys is not authorized. Organizations using the theater after normal working hours or on weekends shall check out keys from the DOOD and return them upon completion of their event or function.

(11) Energy Conservation. Those responsible for events held in the theater shall comply with Depot policy in use of lighting and heating/ventilation systems.

(12) Reports. Using the format at enclosure (2), the Director, TAVSC shall prepare a weekly schedule for submission to the AC/S, G-2/3 every Monday morning. The purpose of this report is to inform the AC/S, G-2/3 of the theater schedule for the week in progress.

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(13) Records Disposition. The DTF SNCO shall maintain weekly schedule reports of theater use on file for two years for historical, budget, and turnover purposes. Individual requests from tenant units and external organizations shall be retained for one year.

b. Fire Protection Plan

(1) The reference requires that places of public assembly on the Depot have adequate fire protection plans in force. The Depot Theater is a place of public assembly, and as such, the following regulations shall apply at all times:

(a) During periods of occupancy, exit doors shall not be locked, bolted, or otherwise fastened so as to prevent the door from being opened from the inside by pressure on the door [or on a panic release device].

(b) The arrangement of tables and/or chairs used in any room shall be such to provide ready access by aisles to each exit door. Aisles leading directly to exit doorways shall have a 36 inch clear width or greater, and be unobstructed by furniture or other objects.

(c) Emergency exits of rooms accommodating 100 or more persons shall be marked by exit signs so illuminated as to be readily discernable when the room is fully occupied with the lights dimmed. Unlit directional signs, where required, shall be placed on walls or otherwise displayed in conspicuous places to direct occupants to exits.

(d) During occupancy, all exits from the building and accessways to them shall be kept unobstructed.

(e) Panic hardware on exit doors shall not be equipped with any locking or dogging device, set screw, or other arrangement which could prevent the release of the latch when pressure is applied.

(f) The theater shall be outfitted with battery powered emergency lights designed to operate automatically upon failure of building electrical power.

(g) A Fire Reporting Instruction Card (MCRD Form 11320/2) shall be affixed beside every telephone in the building.

(h) Fire alarms and extinguishers on the premises shall not be tampered with nor used except in the event of an actual or suspected fire.

(i) Anyone having discharged a fire extinguisher or having found indication that a fire extinguisher or fire alarm has been used or tampered with should so inform the DTF SNCO at the earliest. The DTF SNCO shall verify the situation and notify the Fire Department for action.

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(j) Smoking is not allowed anywhere inside the theater building.

(2) Evacuation Plan

(a) Evacuation Diagrams. Evacuation diagrams shall be drafted by the Unit Fire Warden and posted at strategic locations throughout the building. They shall depict the following information: a "you are here" point, primary and alternate exit routes, the location of the nearest fire extinguisher and telephone, type of fire extinguisher, and a legend containing color codes, directions, and the Fire Department emergency phone number.

(b) Evacuation Procedures. Upon being alerted to a fire in the theater, all occupants shall exit the building in a calm and orderly fashion, by the most expeditious route, as indicated by the nearest evacuation diagram. Once outside, evacuees should stay clear of fire fighting vehicles, equipment, and personnel.

(3) Fire Safety Billets

(a) The Director, TAVSC, shall be appointed, in writing, as the Theater Fire Prevention Officer.

(b) The DTF SNCO shall be appointed, in writing, as the Unit Fire Warden for the theater building.

(4) Fire Safety Inspections

(a) Daily. Using the Depot Fire Hazard/Security Check-off List contained in the reference, the DTF SNCO shall inspect the entire theater building prior to securing it at the end of each day. During this daily fire safety inspection, particular attention shall be paid to storerooms, restrooms, food preparation areas, and the projection booth.

(b) Monthly. The DTF SNCO shall also inspect the building and immediate surrounding area monthly. During this inspection, all fire extinguishers will be examined for accessibility, visibility, serviceability, and operability; lights over exits and in stairways and passageways will be inspected for operability; electrical appliances and equipment in the building will be inspected for proper certification and compliance with the electrical code; and both indoor and outdoor areas will be inspected for flammable material improperly stored.

(5) Fire Drills. Fire drills will be conducted in the theater quarterly to assess execution of the evacuation plan. The Theater Fire Prevention Officer shall initiate these fire drills after giving the Depot Fire Department prior notification, and inform the Department of fire drill completion. Based on the results of these fire drills, the Theater Fire Prevention Officer, in consultation with the Depot Fire Inspector, shall determine whether changes to the evacuation plan are required.

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(6) Fire Safety Records and Reports

(a) Records Disposition. The DTF SNCO shall maintain the Depot Fire Hazard/Security Check-off Lists used for daily fire safety inspections and the results of monthly inspections and quarterly fire drills on file for one year. A file of corrective action taken on discrepancies noted shall also be maintained.

(b) Reports. In accordance with the reference, the AC/S, G-2/3 shall submit reports to the Depot Fire Inspector, prepared by the DTF SNCO, listing action taken to correct fire hazards identified during daily and monthly inspections; a copy of completed Depot Fire Hazard/Security Check-off Lists each month; and the results of quarterly fire drills conducted.

6. Action

a. AC/S, G-2/3

(1) Assume operational responsibility for the Depot Theater and staff cognizance over its management.

(2) Annually, submit a theater budget request to the AC/S, Comptroller.

(3) Respond to requests from external organizations to use the theater and coordinate those approved.

(4) Resolve scheduling conflicts referred by the Director, TAVSC.

b. AC/S, Morale, Welfare, and Recreation (MWR). Notify the Director, TAVSC as soon as it is determined that the theater will not be utilized during part or all of any of the periods of time regularly reserved for MWR use.

c. AC/S, Religious Ministries. Notify the Director, TAVSC as soon as it is determined that the theater will not be utilized during part or all of any of the periods of time regularly reserved for religious programs.

d. AC/S, Staff Judge Advocate. Advise the AC/S, G-2/3 as to the legality of theater requests.

e. Director, TAVSC

(1) Assume duties as the Theater OIC to assist the AC/S, G-2/3 in exercising oversight of the theater's operation.

(2) Develop and maintain a schedule for use of the theater, and coordinate its execution.

(3) Refer scheduling conflicts to the AC/S, G-2/3 for resolution.

(4) Manage the theater budget throughout the year; and annually, submit a theater budget request to the AC/S, G-2/3 (Attn: Depot Training Officer).

(5) Safeguard the sets of theater keys under your custody.

(6) Assume duties as Theater Fire Prevention Officer; familiarize yourself with the content of the reference; and schedule and coordinate quarterly fire drills with the Depot Fire Warden.

(7) Submit a weekly scheduling report to the AC/S, G-2/3 every Monday morning.

(8) License individuals to operate theater equipment.

f. DTF SNCO

(1) Supervise the daily operation of the theater.

(2) Assist the Director, TAVSC in determining the fiscal requirements for operation of the theater.

(3) Maintain the files of weekly schedule reports of theater use, and individual tenant unit and external organization requests.

(4) Coordinate the daily recruit working party requirement with the RTR S-4.

(5) Submit all maintenance work requests to Depot Facilities Maintenance, via the HQSVCBn S-4; maintain a log of all those pending, in progress, and completed.

(6) Safeguard the set of theater keys subsigned to you.

(7) Coordinate, with the DOOD during working hours, the anticipated after-hours or weekend checkout of theater keys.

(8) Assume duties as Theater Unit Fire Warden; familiarize yourself with the content of the reference; and supervise implementation of the theater fire protection plan.

(9) Conduct daily and monthly fire safety inspections.

(10) Coordinate and supervise fire drills with the using unit point of contact affected.

(11) Prepare fire safety reports.

(12) Maintain a file of theater fire safety records.

g. CO, HQSVCBn. Process theater maintenance work requests, submitted by the DTF SNCO, in accordance with Depot Facilities Maintenance procedures.

h. CO, RTR

(1) Notify the Director, TAVSC as soon as it is determined that the theater will not be utilized during part or all of any of the periods of time regularly reserved for RTR use.

(2) Provide a four-man recruit working party for daily clean up of the theater.

(3) Provide a recruit working party to set up the theater for an indoor graduation ceremony on the morning of graduation day.

i. DOOD

(1) Maintain custody of a set of keys to the outside doors of the theater.

(2) Issue and receipt for the theater keys as required; maintain a log of key checkout and return.

j. Director, Facilities Division

(1) Issue two complete sets of theater keys to the Director, TAVSC. Rekey theater locks as required.

(2) Coordinate all facility maintenance scheduled for the theater with the DTF SNCO.

k. Depot Provost Marshal. Advise the AC/S, G-2/3 as to your ability to support theater requests.

l. Depot Fire Inspector

(1) Provide professional advice on fire safety matters to the Director, TAVSC and DTF SNCO.

(2) Be physically present for fire drills.

(3) Conduct required inspections of the theater building.

m. Requesting/Using Organizations

(1) Depot units submit requests for the theater directly to the Director, TAVSC.

(2) Military organizations external to the Depot submit requests for the theater to the CG (Attn: AC/S, G-3).

(3) Coordinate event details directly with the DTF SNCO.

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(4) Arrange for after function clean up of the theater.



R. R. WRIGHT  
Chief of Staff

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## RECURRING TENANT UNIT REQUIREMENTS FOR THEATER USE

<u>Weekday</u>	<u>Times</u>	<u>Organization</u>	<u>Event</u>
Monday	1500-1630	CO, RTR	Inclement weather recruit graduation ceremony Rehearsal
Tuesday	1500-1630	CO, RTR	Inclement weather recruit graduation ceremony rehearsal
	1800-2200	AC/S, MWR	Feature motion picture
Wednesday	1600-1730	CO, RTR	Inclement weather recruit graduation ceremony rehearsal
	1800-2200	AC/S, MWR	Feature motion picture
Thursday	1800-2200	AC/S, MWR	Feature motion picture
Friday	0700-1130	CO, RTR	"The Making of a Marine" shown to guests of recruits graduating/indoor graduation ceremony (note 1)
Sunday	0630-1230	Chaplain	Recruit religious services
	1300-1700	AC/S, MWR	Feature matinee for recruits and their guests
	1630-2200	AC/S, MWR	Movie for third phase recruits
	1630-2200	Chaplain	Special religious program (note 2)

Note 1: Presentation of "The Making of a Marine" will be planned for as a prelude to the outdoor graduation ceremony; in the event of inclement weather, "Take Up The Challenge" will be presented as a prelude to the indoor graduation ceremony.

Note 2: Reserved normally on the third Sunday of every month.

ENCLOSURE (1)



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DEPOT THEATER WEEKLY SCHEDULE REPORT FORMAT

From: Director, Training & Audiovisual Support Center  
To: Assistant Chief of Staff, G-2/3

Subj: DEPOT THEATER WEEKLY SCHEDULE FOR THE PERIOD

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Ref: (a) DepO 11100.7

Encl: (1) Depot Weekly Schedule

1. In accordance with the reference, the subject schedule is hereby submitted in the enclosure.

(signature)

ENCLOSURE (2)

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DEPOT THEATER WEEKLY SCHEDULE REPORT FORMAT

<u>DATE OF EVENT</u>	<u>ORGANIZATION/ UNIT</u>	<u>EVENT/ FUNCTION</u>	<u># OF PERSONNEL</u>	<u>APPROX. DURATION</u>	<u>COMMENCEMENT TIME</u>
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ENCLOSURE (2)