

Directorate of Family and Morale, Welfare, and Recreation (DFMWR)  
Community Recreation Division, Sports and Fitness Branch  
Fort Bragg, North Carolina

CALLAHAN PHYSICAL FITNESS CENTER (PFC) 24 HOUR OPERATION

1. Purpose: This SOP establishes policies and assigns responsibilities governing the operation and utilization of the unmanned 24/7 operation of Callahan Physical Fitness Center in order to provide standards for facility and equipment usage and to identify authorized users.
2. Applicability: This SOP applies to all personnel (Soldiers, Families, Civilians and Retirees on US Army Garrison Fort Bragg) who are eligible to utilize the Physical Fitness Centers during unmanned hours and to personnel responsible for its operation.
3. Authority:
  - a. Army Regulation (AR) 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, dated 24 September 2010.
  - b. Current SOP for all PFCs, Community Recreation Division, DFMWR, Fort Bragg, dated 01 January 2012.
4. Policy: Callahan PFC is under the administrative and operational control of the Community Recreation Division, DFMWR, US Army Garrison Fort Bragg.
5. Procedures: Use of Callahan PFC will be in accordance with AR 215-1.
  - a. Access to Callahan PFC during unmanned hours:
    - (1) Eligibility: All authorized Military and DOD CAC card holders 18 and older may access the Callahan PFC during unmanned hours.
    - (2) Each authorized user must complete and sign an Agreement, a liability waiver and register for 24/7 access before access during unmanned hours is granted.
    - (3) Authorized users must swipe in once for each entry. Users must exit the facility when it closes (seven days/week at 2300 hours), and swipe in again for access and accountability.

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(4) Individuals with access to the facility during unmanned hours are not authorized to bring guests into the facility.

(5) Sharing of a CAC card or holding the door open for another patron is not authorized.

(6) The facility will be closed at all times the installation is closed for weather or other emergencies. If patrons are already present in the facility when the installation closes, patrons are to exit the facility immediately if weather permits and it is safe to do so.

b. Conduct while utilizing Callahan PFC during unmanned hours:

(1) All users must follow the established fitness center dress code. Workout clothing, tennis shoes, etc. must be worn at all times.

(2) Using the "buddy system" is not required, however it is highly encouraged for patron safety.

(3) Equipment may not be taken outside of the facility under any circumstances.

(4) Only water and sports drinks are permitted in the fitness center. Other food and drinks are prohibited.

(5) Areas not available for use will be locked or clearly marked as restricted.

c. Safety/Security during Callahan PFC during unmanned hours:

(1) In the event of power outages, the facility will close immediately. Patrons must exit the facility immediately and secure all doors upon exiting the facility.

(2) Notices for customers with instructions on reaching 911 for emergencies will be posted throughout the facility.

(3) Directions on how to contact DPW in the event of facility damage/disrepair (overflowing toilet, busted pipe, etc.) will be posted at the front issue counter of the facility.

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(4) A log book will also be available at the front issue counter of the facility for patrons to annotate facility operations that need to be address by fitness center personnel.

(5) Cameras will monitor all activities in the fitness center and parking lots at all times.

(6) Fitness center personnel are not responsible for personal property left by patrons.

6. Management and Fitness Center Personnel are responsible for the enforcement of these rules in a fair, impartial and objective manner. Individuals who violate these provisions will be subject to loss of privileges and/or prosecution under applicable laws or regulations.

7. The point of contact for this SOP is the Chief, Community Recreation Division. This policy remains in effect until rescinded or superseded.