

FAMILY AND MORALE, WELFARE AND RECREATION (MWR) DIRECTORATE  
US ARMY GARRISON ROCK ISLAND ARSENAL  
BUSINESS RECREATION DIVISION  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-5000



## MWR PAVILION RESERVATIONS

### Pavilion Fees

#### Memorial Field and Sports Complex:

<b>Official Military Functions:</b> (Change of Command, Relinquish of Command, Change of Responsibility)	<b>No Charge</b>
<b>Arsenal Residents' Picnics/Gatherings:</b>	<b>\$25.00</b>
<b>Office Picnics:</b> (Organizational Day, Unit Functions)	<b>\$40.00</b>
<b>All other picnics/reunions (100 or less):</b>	<b>\$75.00</b>
<b>Large community events (100 + participants):</b>	<b>\$100.00</b>

***\*\*Payment due at time of reservations\*\****

***\*\*No Refunds\*\****

## Procedures on Special and Community Events

In accordance with the Rock Island Arsenal (RIA) Family and MWR Business Recreation Division, Standard Operating Procedures: Pavilions and Special Events, the following applies:

**RESERVATIONS:** All reservations for Memorial Field should be made in advance of the requested date on application form. Major events such as races/walks etc. must provide certificate of insurance and map with route. Route to be arranged with the Force Protection Office.

**ORGANIZERS/USERS:** If use of Pavilion or installation for a special event or picnic is granted, the user must designate at least one Point of Contact (POC) for the RIA Force Protection Office.

**All participants over the age of 16 are required to present a photo ID.**

### How to Visit RIA:

- A visitor pass is required to enter RIA. Please visit website: <https://home.army.mil/ria/index.php/about/visitor-information> to obtain a visitor pass.
- Visitors must complete a favorable criminal background check before entry.
- All first time visitors must present a valid state identification card, driver's license or valid US Passport. Please see website for IL, MN, MO, WA additional requirements.
- Visitors under the age of 18 are not allowed unless escorted by a Department of Defense Identification card holder, cleared contractor, or a cleared visitor that possesses a pass or credential allowing access to RIA.
- Foreign Nationals are not allowed access, unless visiting for Official Business. All Foreign Nationals visiting on Official Business must be screened and escorted by a government official in accordance with the Army Regulation (AR) 380-10 process or be escorted by a government official if the provisions of AR 380-10 do not apply.
- All first time visitors to the RIA must process through the Moline Gate Visitor Control Center.
- Visitors arriving outside of Visitor Control Center hours will be assisted at the Moline Gate.
- Visitors with a pass may use any open gate to enter the installation.
- Visitor hours are from Sunrise to Sunset, unless Official Business, visits to families living on RIA, or events are scheduled after these hours.
- Moline Gate Visitor Control Center Hours:
  - Monday through Friday: 7:00 a.m. to 3:00 p.m.
  - Saturday and Sunday 7:00 a.m. to 3:00 p.m.
- Rock Island Gate:
  - Monday - Friday: 5:30 a.m. - 10:30 p.m. with Outbound traffic only from 10:30 p.m. - midnight
  - Saturday: 8 a.m. - 9 p.m.
  - Sunday: 8 a.m. - 9 p.m.
- RIA is a Department of Defense and US Army facility. All vehicles and persons are subject to search and privately owned weapons are not allowed.
- To contact the Visitor Center, call 309-782-0485, 309-782-0484 or 309-782-1337 or email at [usarmy.ria.imcom.mbx.usag-access-request@mail.mil](mailto:usarmy.ria.imcom.mbx.usag-access-request@mail.mil).

### **Driving Directions to Moline Gate:**

- Directions Driving (from Iowa) To the Moline Entrance: take Interstate 74 to the River Drive exit and turn left. Go two blocks and just before the overpass turn right and follow the ramp up to Moline Bridge to the Arsenal.
- Directions Driving (from Illinois using I-74) To access the Rock Island Arsenal from Illinois using I-74 take I-74 West to the 7th Avenue exit. Turn left onto 7th Avenue and follow to 14th Street. Turn right and go straight down the street and up the ramp to the Moline Bridge to the Arsenal.
- The speed limit on Arsenal Island is 25 mph. Watch for signs. The Illinois seat belt law is enforced on Arsenal Island. Rock Island Arsenal is a US Army military installation and the use of cell phones while driving is prohibited without a hands-free device.

### **PARTICIPANTS:**

- **In accordance with AR 215-1, ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED THROUGH THE ARSENAL Lock & Dam Lounge.** Lock & Dam Lounge may be contacted by calling 309-782-6319. **NO ALCOHOL BEVERAGES WILL BE BROUGHT ONTO THE ROCK ISLAND ARSENAL.** Participants must be 21 years of age to consume alcohol.

- Shirts must be worn at all times while on RIA.
- The wearing of headphones is prohibited.
- Bicyclists must wear protective helmets when riding on RIA.
- **Removal of all trash is required after event.**

**DESIGNATED AREAS:** Only designated grills will be used for cooking. No open fires are allowed unless prior approval has been obtained from the RIA Fire Department.

**CATERED EVENTS:** No catering service provided by the Rock Island Arsenal at this time.

**ADVERTISING:** Prior to any event being advertised in the local community media, the RIA Public Affairs Office must be contacted at 309-782-7746.

### **SECURITY/SAFETY:**

- **All accidents or injuries will be reported immediately to the RIA Force Protection Office, telephone number 309-782-6116, and the RIA Fire Department for ambulance service at 911.**
- Participants who use their ***cell phone to call 911 must inform the dispatcher they need to be forwarded to Rock Island Arsenal emergency dispatch.***
- The participants must notify the MWR Leisure Travel Office at 309-782-5890, within 72 hours of any incident.

**APPLICATION**

1. I request that the following area(s) be reserved for use:

\_\_\_\_\_ Memorial Field                      \_\_\_\_\_ Sports Complex

2. Payment must be received at time of reservation. Please make checks payable to **IMWRF** for total cost.

Date(s): \_\_\_\_\_ Times: From: \_\_\_\_\_ To: \_\_\_\_\_

Name, Organization and /or Point of Contact:

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Projected number of attendees: \_\_\_\_\_

Description (please check one):

- \_\_\_\_\_ **Official Military Functions:** Change of Command, Relinquish of Command,  
Change of Responsibility **No Charge**
- \_\_\_\_\_ **Arsenal Residents' Picnics/Gatherings:** **\$25.00**
- \_\_\_\_\_ **Office Picnics/Organizational Day/Unit Functions:** **\$40.00**
- \_\_\_\_\_ **All other picnics/reunions (100 or less):** **\$75.00**
- \_\_\_\_\_ **Large community events (100 + participants):** **\$100.00**

3. After completing this application, please return to Leisure Travel Office (Building 333) in person or by mail to:

MWR Leisure Travel Office, IMRI-MWBI  
1 Rock Island Arsenal  
Rock Island, IL 61299-5000

Once paperwork is received and reviewed, you will be sent the approved and signed contract. A signed copy of the contract must be with you at your function.

4. Important:

- **NO ALCOHOL BEVERAGES WILL BE BROUGHT ONTO THE ROCK ISLAND ARSENAL.**
- **ALL TRASH MUST BE REMOVED AND PROPERLY DISPOSED OF.**

**Signature:**

\_\_\_\_\_

## AUTHORIZATION FOR USE

The Garrison Manager, Rock Island Arsenal hereby permits pavilion usage to:

\_\_\_\_\_ (Name/Organization)

Date/Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Pavilion Location/Fee: \_\_\_\_\_

SAID AUTHORIZATION is granted in the spirit of cooperation with public community relations and in accordance with the determination which is attached.

THIS AUTHORIZATION is granted subject to the following conditions:

1. That the user shall utilize the premises solely for the purpose as indicated above.
2. That the using organization shall ensure that the premises is clear of any litter or trash at the close of their event. All trash must be bagged, tied and placed in or near the dumpster provided at the pavilion site. Failure to clean the site to the condition the property was in prior to rental and to opinion of the Garrison Commander or the Commander's designee, may cause additional cost for clean up to the user.
3. That the organization and all participants shall observe and comply with all federal laws, rules and regulations now in force on said reservation or that may be now hereafter prescribed by said Garrison Commander or other competent military authority.
4. That Foreign Nationals are not allowed access, unless visiting for Official Business. All Foreign Nationals visiting on Official Business must be screened and escorted by a government official in accordance with the AR 380-10 process or be escorted by a government official if the provisions of AR 380-10 do not apply.
5. That any property of the United States damaged or destroyed by the user, its agents or invitees, incident to the exercise of the privileges herein granted, shall be promptly repaired or replaced by the user to the satisfaction of the said Garrison Commander or his designee.
6. That the United States shall not be responsible for damage to any property or injuries to persons which may arise from or be incident to the exercise of the privilege herein granted; or for damages to the property of the organizations, its officers, agents, employees or others who may be on said premises at their invitation. Organization shall hold the United States harmless from any and all such claims.
7. That this authorization may be revoked at the discretion of the Garrison Commander without cause. Further, that should authorization be revoked, no liability shall be incurred by the United States or its personnel. That on or before the date revocation of the authorization, the organization shall vacate the premises and remove all property of the organization, its agents and employees there from. If the organization shall fail to remove said property, it may be, at the option of the Garrison Commander, be removed at the expense of the organization and no claim for damages against the United States or its officers or agents shall be created by or made on account thereof. The organization, upon vacating the premises, will also take appropriate measure to restore the area to its original condition.
8. This authorization shall become effective upon the organization's acceptance of all terms and conditions herein.