

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 34-201**

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Services

**FALCON STADIUM PRESS BOX
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Wayne Kellenbence)

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This instruction implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds*, and references Air Force Instruction (AFI) 34-201 USAFA Supplement 1, *Use of Nonappropriated Funds (NAFs)*, by establishing the procedures and restrictions for use of the Falcon Stadium Press Box Dining Area for social and official functions and the management of the nonappropriated funds generated through use of the facility for special functions. This instruction applies to all installation commanders, all Air Force military and civilian personnel (including US Air Force Reserve [AFRC] or Air National Guard [ANG] units and Civil Air Patrol [CAP] members) and private groups that use the facility. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision incorporates Interim Changes 1 and 2, updates the hyperlink information for the RDS, updates all office symbols throughout the publication, removes references to AFI 65-106, USAFA Supplement 1 as the supplement has been rescinded (**Paragraph 1**), removes reference

to AFI 65-103 (**Paragraph 4.1**), and updates blackout information for Graduation Day (**Paragraph 7.4.1-7.4.2**).

1. Overview. The Press Box is a nonappropriated fund constructed, operated, and maintained operation of the Air Force Academy Athletic Association (AFAAA). Accordingly, its use is governed by the objectives of AFI 34-201, USAFA Supplement 1. These objectives are to provide a medium through which the general public can be exposed to the United States Air Force Academy (USAFA); to enhance the public image of the United States Air Force (USAF) and the USAFA, and to supplement the appropriated funds required to operate the USAFA athletic program. The fee structure is established to ensure that all operating costs, including, but not limited to, personnel (including overtime), setup, cleanup, utilities, snow removal (when necessary), and allowance for replacement of equipment and furnishings, are defrayed by users.

2. Press Box Usage. The Press Box may be used for the following:

- 2.1. Functions sponsored by the Directorate of Athletics (USAFA/AD) including recruiting, marketing, development, promotions, sponsorship, and AFAAA fundraising events.
- 2.2. Functions sponsored by USAFA organizations.
- 2.3. Other events and functions (including those of agencies and organizations outside of USAFA with a valid USAFA and/or DoD sponsor) where determined appropriate and approved as outlined in paragraphs **3** and **6**.

3. Request Letter. A letter of request should be mailed to Falcon Stadium, USAFA/ADSFS, 2168 Field House Drive, Ste 409, USAF Academy CO 80840-9500, a minimum of 3 weeks prior to the desired use date for review by the Stadium Manager (USAFA/ADSFS). Requests made within the 3-week window will be considered on a case-by-case basis. The Stadium Manager will tentatively schedule the event on the calendar. The event will not be confirmed until receipt of the required deposit. Requests will not be accepted more than 12 months prior to the date of the event, with the exception of Directorate of Athletics and (or) AFAAA events. Prior to submitting the request letter, requestor should call the Falcon Stadium Office at (719) 333-1151 to verify the date availability for the function. The letter of request must include the following information:

- 3.1. Type of event (retirement, wedding reception, awards dinner, etc.).
- 3.2. Expected number of attendees.
- 3.3. Date and time of the event.
- 3.4. Catering arrangements.
- 3.5. Point of Contact (POC) with mailing address and telephone number for questions regarding the event.

4. Use Fees. A use fee and deposit are required for all groups except Directorate of Athletics' sponsored events. Current fees may be obtained by calling the Falcon Stadium Office at (719) 333-1151 or by accessing the Directorate of Athletics' web page www.goairforcefalcons.com. A deposit is required within 2 weeks of facility use approval and is refundable up to 30 days prior to the event. The deposit should be paid by check made payable to the AFAAA or by credit card by calling (719) 333-4924. This deposit will be credited against the actual charges, provided the facility and equipment are not damaged. Full payment is required 2 weeks prior to

the event. An invoice for any additional charges incurred will be mailed to the user after the event. Mail the deposit check and full payment to Press Box, Falcon Stadium, USAFA/ADSFS, 2168 Field House Drive, Ste 409, USAF Academy CO 80840-9500.

4.1. **Fee Waiver.** Fees will not be waived except for official Directorate of Athletics sponsored events, the Superintendent's pre-graduation reception, and off-cycle cadet graduations. Commercial sponsors requesting the facility through the Directorate of Athletics' External Affairs office (USAFA/ADEM) will comply with the terms and conditions of the approved Partnership Agreement with the US government (signed by a 10th Logistics Contracting Officer). The Partnership Agreement will be presented when the request for the use of the facility is completed. Directorate of Athletics' sponsored functions include, but not limited to, game day activities, fund raising and developmental events, sports luncheons, Director's Calls, training functions for the Directorate of Athletics, athletic recruiting functions, team banquets, award ceremonies, etc. Fees may not be waived for retirement ceremonies and Change-of-Command ceremonies or any expense deemed a personal obligation for DoD personnel. Fee waivers for other types of events may only be obtained from the Air Force Academy Superintendent (HQ USAFA/CC). Waiver request must be staffed on an AF Form 1768, *Staff Summary Sheet*, and provided to USAFA/ADSFS in accordance with paragraph 3.

4.2. **Fee Schedule.** The use fee and deposit rate schedule will be reviewed annually by the Falcon Stadium Manager for cost effectiveness and approved by the AFAAA Council.

5. Equipment. The user must provide any additional furnishings or equipment not already contained in the Press Box. A catering kitchen is available. No food preparation facilities are available in the Press Box.

6. Approval and/or Use. All event requests, other than official Directorate of Athletics' functions, must be approved by the Falcon Stadium Manager (USAFA/ADSFS). Once the event has been approved by the Falcon Stadium Manager, an official approval letter and USAFA Form 2, *Falcon Stadium Press Box Set Up Request*, will be sent to the requesting agency or person. This letter will confirm the approval of the event and include the date and time scheduled for use of the facility. The letter will contain specific and estimated charges that will be incurred by the requestor and any restrictions, instructions, or responsibilities the user must adhere to.

7. Blackout Dates. The Press Box is not available on the following dates due to recurring commitments:

7.1. The evening prior to a home football game.

7.2. Football home game days.

7.3. Saturday evenings during the first 3 weeks of December, all Saturday evenings during the month of January, and the first two Saturdays in February.

7.4. Graduation Day.

7.4.1. If there is no Vice-Presidential or Presidential visit scheduled for graduation ceremonies, the Press Box will not be available two days prior to and including Graduation Day.

7.4.2. If there is a Vice-Presidential or Presidential visit scheduled for graduation ceremonies, the Press Box will not be available one week prior to and including Graduation Day.

8. Alcoholic Beverages. Alcoholic beverages are permitted in the Press Box in accordance with AFI34-219 USAFA Supplement 1, *Alcoholic Beverage Program*.

9. Prescribed Forms.

USAFA Form 2, *Falcon Stadium Press Box Set Up Request*

10. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

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Director of Athletics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-201, USAFA Supplement 1, *Use of Nonappropriated Funds (NAF)*

AFI 34-219, USAFA Supplement 1, *Alcoholic Beverage Program*

AFI 65-603, *Official Representation Funds—Guidance and Procedures*

AFMAN 33-363, *Management of Records*

AFPD 34-2, *Managing Nonappropriated Funds*

Abbreviations and Acronyms

AF—Air Force

AFAAA—Air Force Academy Athletic Association

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—US Air Force Reserve

ANG—Air National Guard

CAP—Civil Air Patrol

DoD—Department of Defense

NAF—Nonappropriated Funds

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

USAF—United States Air Force

USAFA—United States Air Force Academy