

**BY ORDER OF THE COMMANDER
MACDILL AFB (AMC)**

**MACDILL AIR FORCE BASE
INSTRUCTION**



34-100

30 NOVEMBER 2017

Force Support Squadron

OPERATION OF THE BASE THEATER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 6 FSS/CC

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This instruction implements Air Force Policy Directive 34-1, *Morale, Welfare, Recreation and Services Program*. It outlines procedures for persons or groups using the base theater for commander's calls, seminars, and briefings and applies to all organizations on MacDill Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or implemented any further. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, **Table 1.1**, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Gives scheduling priority to 6th Air Mobility Wing Commander (6 AMC/CC) functions. Uses first come, first served basis for all other scheduling during weekdays. Establishes the 6th Mission Support Group Commander (6 MSG/CC) as approval authority to reprioritize scheduling to meet wing mission requirements.

1. Responsibilities.

1.1. It is the responsibility of the unit commander, the using agency or the individual in charge of the meeting to comply with the policies and guidelines in this instruction.

1.1.1. The 6th Mission Support Group will manage appropriated fund support for authorized theaters as outlined in AFI 65-106.

1.1.2. The 6th Force Support Squadron (6 FSS) will schedule all base theater activities to include commanders' calls, special briefings, training seminars, etc.

1.2. The 6 FSS will serve as the theater building custodian and manage required appropriated fund support for custodial and janitorial requirements.

2. Policies and Guidelines.

2.1. 6 FSS will make the theater available for official meetings of organizations or agencies requiring a meeting hall with a large seating capacity and/or facilities for screening movies, slides, etc. Reservations are required and can be made up to 30 days in advance of the scheduled meeting. Reservations are to be made by phone or in writing to the 6 FSS Command Section.

2.2. 6 AMW/CC functions have priority for scheduling. For all other functions, the theater is scheduled on a first come, first served basis for use from 0730-1700, Monday through Friday; however, the 6 MSG/CC reserves the right to reprioritize to meet wing mission requirements.

3. Theater Operations.

3.1. Use of the Base Theater is for official use only. Any request for use of the theater must be sent to the 6th Force Support Squadron for approval.

3.1.1. Organizations/staff offices desiring to use the theater will comply with the following procedures:

3.1.2. Submit a request to the 6th Force Support Squadron Command Section to reserve the theater a minimum of one week prior to the desired date. The request will include:

3.2. Name and telephone number of individual to be contacted.

3.2.1. Date and time required.

3.2.2. Estimated duration of requirement.

3.3. Requester will come to Building 53, 6th Force Support Squadron, at least 24 hours in advance of the scheduled reservation date for instructions in the operation of light switches and closure procedures. At this time, the using organization will sign for the keys to the theater.

3.3.1. Communication request and levels of support (Public Address system) will be IAW MacDill Air Force Base Instruction 33-107, *Public Address Support*.

3.3.2. Be responsible for returning the keys and noting any discrepancies in equipment or the building to 6th Force Support Squadron personnel.

3.3.3. General instruction for theater use.

3.3.3.1. Only those persons required on stage to conduct the event will be permitted on stage.

3.3.3.2. No equipment, signs, or other materials will be placed against or fastened to the theater screen.

3.4. Using organizations will police the inside of the theater and the ground around the exits after use. Using organizations are responsible for removal of trash; no trash is to be left in receptacles.

3.4.1. Field equipment, i.e., weapons, ammunition belts, canteens, etc., will not be carried by personnel using the theater.

3.4.2. Smoking will not be permitted.

3.5. Consumption of food and beverage is prohibited.

3.5.1. Theater capacity: 562

DANIEL H. TULLEY, Colonel, USAF
Commander

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

AFPD 34-1, *Morale, Welfare, Recreation and Services Program*, 2 June 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Non-Appropriated Fund Instrumentalities*, 6 May 2009

MACDILLAFBI33-107, *Public Address Support*, 20 April 2015

Forms Prescribed

No prescribed forms.

Forms Adopted

AFI 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

6 AMC/CC—6th Air Mobility Wing Commander

6 FSS—6th Force Support Squadron

6 MSG/CC—6th Mission Support Group Commander

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

RDS—Records Disposition Schedule

OPR—Office of Primary Responsibility