



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

1710.29F

MCCS

**SEP 29 2020**

DEPOT ORDER 1710.29F

From: Commanding General  
To: Distribution List

Subj: RECREATION AND PICNIC AREAS

Encl: (1) User Agreement, Elliot's Beach  
(2) User Agreement, Parris Island Community Center  
(3) Community Center Cleaning Checklist

1. Situation. There are several recreation and picnic areas on the depot that can be used by permanent personnel, family members and visitors. It is necessary to identify the areas and provide information and instruction for the use of the recreation and picnic areas.

2. Cancellation. DepO 1710.29E

3. Mission. To identify recreation and picnic areas aboard Marine Corps Recruit Depot Parris Island (MCRDPI) and outline the policy for using such areas.

4. Execution

a. Commander's Intent. To identify and regulate the use of recreation and picnic areas on MCRDPI.

b. Concept of Operations

(1) The following recreation and picnic areas are provided for use by authorized patrons and their visitors:

- (a) Horse Island
- (b) Scout Island
- (c) Elliot's Beach
- (d) Community Center

(2) The Horse Island and Scout Island areas are intended primarily for the use of recruits and their visitors; however these areas may be used by all authorized patrons. These areas have grilling facilities and shelters. Horse Island and Scout Island are policed by Headquarters and Service Battalion.

(a) Elliot's Beach area is maintained by Marine Corps Community Services (MCCS) for organizational parties. Elliot's Beach is an outdoor recreation area with restrooms, outdoor cooking facilities, shelters, and picnic tables.

(b) The Community Center is an indoor facility maintained by MCCS for a variety of functions to include organizational parties, social events, and scheduled meetings. The Community Center has a refrigerator, microwave, warmer box, restrooms, a large wrap around porch, and a limited children's play area.

5. Administration and Logistics

a. Individuals desiring to reserve the Community Center or Elliot's Beach must contact the Semper Fit Outdoor Recreation office at 228-7472. Unit functions must be coordinated through the installation MCCS Coordinator. There is a fee for usage of the Community Center by individuals (\$50 deposit and \$75 Fee), there is no fee for official unit functions. Telephone inquiries can be made to check the availability only. The reservation is not final until the user agreement is complete and payment is made. There is no fee to utilize Elliot's Beach.

b. Authorized patrons requesting use of the above mentioned facilities for private parties are responsible for the conduct of their guests. The host must supply a guest list and copy of the reservation form to Marine Corps Air Station Outdoor Recreation 15 days prior to their scheduled event.

6. Command and Signal

a. Command. This Order is applicable to all personnel and anyone using a recreational area aboard MCRDPI.

b. Signal. This Order is effective the date signed.

  
C. J. WILLIAMS  
Chief of Staff



MARINE CORPS COMMUNITY SERVICES SOUTH CAROLINA  
MARINE CORPS AIR STATION  
P.O. BOX 55018  
BEAUFORT, SOUTH CAROLINA 29904-5018

USER AGREEMENT  
Elliott's Beach - Parris Island

Date/Time of Function: \_\_\_\_\_ Host Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alt/Cell: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

PLEASE READ AND INITIAL EACH ITEM BELOW

INITIAL \_\_\_\_\_ Alcohol being served? **Yes** or **No**

INITIAL \_\_\_\_\_ The host must be present the entire time of the event.

INITIAL \_\_\_\_\_ The host must be 21 years of age or older and assumes all responsibility for liability as it relates to damage and guests.

INITIAL \_\_\_\_\_ The host assumes all liability and responsibility for food being brought into the area and will ensure that no alcohol is served to anyone under the age of 21.

INITIAL \_\_\_\_\_ The area will be cleaned and free of all trash. Trash bags must be tied to ensure that none blows out of the receptacle.

INITIAL \_\_\_\_\_ A guest roster of all NON-Military must be supplied to PMO at least 72 hours prior to the event.

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I, \_\_\_\_\_, as the host of the event do agree and fully understand the terms of the user agreement above.

HOST SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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USER AGREEMENT
Parris Island Community Center

MCCS will waive all fees for the use of the Community Center for an official unit event scheduled Monday through Thursday. These events may include: Family Days, Morale Events, PMEs, Family Readiness Meetings, Hail & Farewells and Command Meet & Greet.

Date/Time of Function: \_\_\_\_\_ Host Name: \_\_\_\_\_

Unit Event?: Yes or No Primary Phone: \_\_\_\_\_ Alt/Cell: \_\_\_\_\_

Sponsor: \_\_\_\_\_ Rank: \_\_\_\_\_ Unit: \_\_\_\_\_

Home Address (non-unit event): \_\_\_\_\_

Type of Function: \_\_\_\_\_

PLEASE READ AND INITIAL EACH ITEM BELOW

INITIAL \_\_\_\_ Maximum Capacity of this facility is 75

INITIAL \_\_\_\_ Is alcohol being served? Yes or No

INITIAL \_\_\_\_ The host must be present the entire time of the event and be 21 years of age or older; and assumes all responsibility for liability as it relates to damage and guests.

INITIAL \_\_\_\_ The host assumes all liability and responsibility for food being brought into the facility and will ensure that no alcohol is served to anyone under the age of 21.

INITIAL \_\_\_\_ The host agrees to and is responsible for any damages incurred during the date of reservation. The attached cleaning checklist must be followed to ensure the facility is cleaned properly before securing.

INITIAL \_\_\_\_ The host must supply PMO with a guest list of all NON-military and a copy of this agreement at least 72 hours prior to the event.

INITIAL \_\_\_\_ The facility must be completely secured following the event.

INITIAL \_\_\_\_ In the event of cancellation a full refund will be issued if notification is made 10 days prior to the date.

Key will be picked up one business day prior to the event at BLDG 1219 on MCAS. This is the Semper Fit Outdoor Recreation office. Contact number is 228-7472. The key will be returned to the drop box located in the kitchen area, secure all doors and exit through kitchen door. Your reservation is not confirmed until this form is complete and the \$75.00 fee (non-unit event) is paid.

I, \_\_\_\_\_, as the host of the event do agree and fully understand the terms of the user agreement above.

HOST SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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COMMUNITY CENTER CLEANING CHECKLIST

- All decorations removed and disposed of properly.
- Sweep floors- main room, kitchen and restrooms.
- Mop floors- main room, kitchen and restrooms.
- Wipe down counters (to include restrooms) and stove top.
- Wipe down sinks and clear of any debris.
- Turn off the warmer box.
- Empty refrigerator wipe down.
- Empty all trash cans (to include restrooms) and take to dumpster. \*\*Do not forget the receptacle near the play area\*\*
- Stack tables and chairs in storage room
- Ensure entire outside area is free of any trash or additional items.
- Reset A/C to 78°
- Turn out all lights
- Secure the building and exit through the kitchen door.