



Bellows AFS

Special Event Parking Plan



Parking Policy--Event POC will provide Security Forces with:

- Date, time, location and number of attendees for the event and contact information for the event sponsor/First Sgt
- Parking procedures
 - **Over 300 attendees**: Pavilion parking lot will be blocked at the inbound lane of Beach Walk Lane. Sponsor will sign out stanchions/cones to block entrance to the pavilion parking area. Overflow parking will be utilized (refer to map).
 - **Less than 299 attendees**: Pavilion parking will be on a first come first serve basis. When the parking lot is full, the inbound lane of Beach Walk Lane will be blocked with stanchions/cones.

NOTE: Parking in front of reservations building, and mini golf course are prohibited for special event attendees. Only handicapped personnel, Distinguished Visitors, and delivery/contracted services will be allowed access to the pavilion parking area when the parking lot is closed for parties over 300 personnel. Additionally events with over 350 DOD personnel will be required to complete a mass gathering event request.

Sponsors with events over 100 personnel must report to Bldg. 515 at least 1 hr before the start of the event and contact the on duty flight sergeant for clarification of all instructions. Also, the sponsor will sign out stanchions/cones to block entrance to beach walk lane in the event the parking lot becomes full





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Special Event Parking Plan (cont)



- **Sponsor Responsibilities**--Event POC, Sponsor or Ranking Attendee will ensure:
 - Ensure parking is conducted IAW installation policy (Det. 2, 18 FSS/SFOI 31-204) and this plan
 - Parking is prohibited on seeded areas unless designated by signage.
 - Ensure Bellows Rules and Hawaii State Law (No Glass, No Drinking & No Smoking) on the beach are enforced

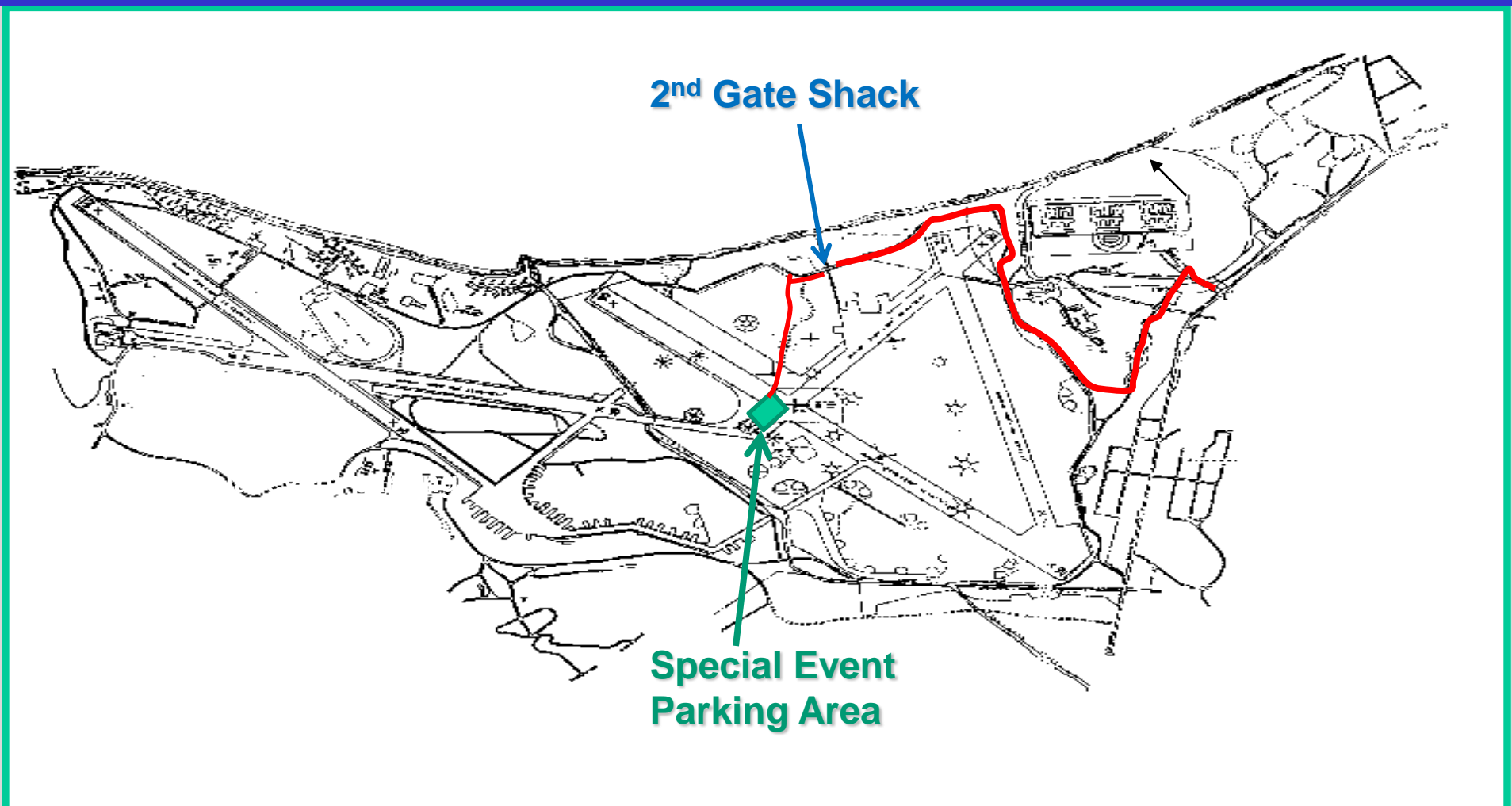
NOTE: Failure to follow the installation policy may result in cancellation of the event, eviction without refund and/or actions under the UCMJ.





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Special Event Parking Plan (cont)





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Special Event Parking Plan (cont)



- Please refer all questions to:

PRIMARY:

MSgt Freeman (NCOIC, SF Operations): M-F 0730-1630

- Bldg 515/SF HQ Phone #: (808) 259-4206

ALTERNATE

Security Forces Control Center: 24/7

- Bldg 515/SF HQ Phone #: (808) 259-4200





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