

BY ORDER OF THE COMMANDER
28th FORCE SUPPORT SQUADRON

28 FSS OI 34-110-09
20 January 2023

Services
OPERATION AND CONTROL OF
CEDAR LODGE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: 28th Force Support Squadron (FSS) Operating Instructions (OIs) are available at the 28 FSS SharePoint site:

<https://ellsworth.eim.acc.af.mil/28BW/28MSG/28FSS/default.aspx>

RELEASIBILITY: There are no releasability restrictions on this OI.

OPR: 28 FSS/FSW

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Pages: 3

The purpose of this OI is to establish procedures for the use of the Ellsworth Air Force Base (AFB) Cedar Lodge. The provisions contained herein apply to all employees of Cedar Lodge and all personnel utilizing Cedar Lodge.

- 1. Reference:** Air Force Instruction (AFI) 34-110, *Air Force Outdoor Recreation Programs and Procedures*; AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*.
- 2. Responsibility:** The Cedar Lodge is under the supervision of the Recreation Lodging supervisor and is a function of the Community Services Flight. The Rec Lodging supervisor is responsible for strict compliance with policies outlined in this OI and applicable Air Force directives.
- 3. Procedures:**
 - 3.1.** Eligibility is authorized according to Department of Defense (DoD) directives. This generally includes active duty, reserve component members, retirees, DoD and Nonappropriated Fund (NAF) civilians, and foreign military members.

- 3.2. Fees and charges will be proposed by the Rec Lodging supervisor for approval by the installation NAF Council.
- 3.3. Upon arrival, patrons should report directly to the Recreational Lodging Office (signs directing). Patrons arriving during normal operating hours will be assigned a lodging room number and full payment will be made (unless prior reservations have been made). Patrons arriving after normal duty hours with reservations will proceed to the Recreational Lodging Office to retrieve their keys. The last name on the reservation will be on a packet inside the entryway of the office. The packet will include two room keys, a map of the base, and a building layout to assist the patron(s) in finding their room. There are no after-hours reservations or check-ins for those with no reservations.
- 3.4. Homesteading or use of the Cedar Lodge for temporary or permanent quarters is not authorized. In this regard, patrons are permitted to stay no more than 30 days, unless on official PCS or TDY orders. At the end of the 30-day period the patron must depart the Cedar Lodge and installation for a minimum of 24-hours. A waiver to this requirement may be granted by the 28 FSS/CC.
- 3.5. The Cedar Lodge assumes no responsibility for lost, stolen, or damaged property.
4. **Reservations.** Reservations are year-round and can be booked up to 6 months in advance. Full payment is required at the time your reservation is booked. Authorized users may make reservations for their guests. Sponsors are responsible for payment of all associated fees and charges and for the actions of their guests. 24-hour advance notice is required for cancellation refund eligibility.
5. **Space Availability.** Space availability is determined by reservations. Walk-ins are welcome if openings are available. Personnel on permanent change of station (PCS) or temporary duty (TDY) orders to or from Ellsworth AFB have priority.

5.1. Guidelines for Ellsworth AFB Cedar Lodge:

5.2. Quiet Hours: 2200 – 0700.

5.3. Check-in time: 1400. Check-out time: 1100.

5.4. Patrons will ensure their room and hallway is de-cluttered. Luggage and strollers cannot be stored outside your room door for any length of time.

5.5. Parking is allowed in designated areas only. Parking is authorized in the Cedar Inn parking lot south of the main entrance, and in the Dakota's parking to the west.

5.6. Laundry facilities are open 24 hours a day (except during cleaning periods). Hotel linen is not to be washed by guests in the laundry room. New linens can be request at any time during normal working hours and will arrive not later than the set business day unless it's an emergency. Old or used linen should be placed the brown laundry bag provide in your room.

- 5.7. Patrons will tend to their children at all times.
- 5.8. Patrons will be held responsible for damages/losses to Cedar Lodge caused by negligence, willful misconduct, or fraud.
- 5.9. Personal Conduct and Behavior. Behavior amounting to nuisance, hazardous conduct, or violating established rules and regulations (includes engaging in fighting and causing public inconvenience, annoyance, or alarm) are grounds for eviction without refund. A nuisance is interference with Recreational Lodging employees in the performance of their duties or conduct that severely disturbs the enjoyment of the lodge by patrons. If the nuisance materially affects the health, safety, happiness, and general well-being of other lodge patrons. Recreation Lodging supervisor may give the patron(s) a notice to stop. If the patron(s) does not stop immediately, the Recreation Lodging supervisor may end the tenancy and require the patron to remove all personal property within 24 hours.
- 5.10. Kitchen facilities are open to 2200 daily. It is the patron(s) responsibility to clean up after themselves while using the appliances. Cook wear is provided in each room and is the patron(s) responsibility to wash and clean the cook wear.

6. Pet Policy for Cedar Lodge:

- 6.1. Pet rooms are available upon request. An additional flat fee of \$20 per night will be charged. There is a 2-pet maximum per stay. A \$150.00 deposit will be charged at the time the reservations are made. This deposit will be refunded upon checked out and only when the room has been cleared by housekeeping.
- 6.2. Patrons are responsible for picking up their pet's waste and disposing it in the proper trash receptacles. If the pet leaves fecal matter in the hallway or common areas, the patron's pet deposit will be utilized for cleaning and repairs.
- 6.3. Animals left unattended in rooms must be kenneled.
- 6.4. Pets are to remain on leash at all times outside of the room.
- 6.5. Pets are to be controlled at all times. During quiet hours if a pet cannot be restrained and other guests are complaining, The Recreational Lodging supervisor may give the patron(s) a notice to stop. If the complaints continue, the Recreational Lodging supervisor may end the tenancy and require the patron to removal all personal property within 24 hours.
7. Candles, hot plates and other open flame items are not permitted.
8. Smoking is not authorized in the Cedar Lodge. There are authorized smoking areas on the northside of the building. Signs are posted on the first floor.
9. **Refund Policy.** 24-hour advance notice is required for cancellation refund eligibility. Refunds are not given within 24 hours except in the case of a bona fide and verifiable emergency. Refunds on early departures will be considered on a case-by-case basis.

If the patron doesn't arrive on their reservation date, the day rate deposit will not be refunded and will be used to for that night and the remaining reservation will be canceled. It is the responsibility of the patron to contact the Recreation Lodging staff to allow for any accommodations.

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