

Office Memorandum  
No. 1130-2-9

22 April 1985

Project Operations  
GROUP PICNIC SHELTER RESERVATIONS

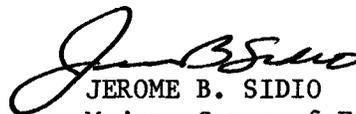
1. Purpose. This memorandum provides the policies and procedures for the reservation of group picnic shelters within the Little Rock District.
2. Applicability. This memorandum applies to all projects in the Little Rock District.
3. References: OCE Policy Guidance Letter, DAEN-CWO-R, dated 21 December 1983, subject: Recreation Use Fees.
4. Policy.

a. General. The Resident Engineer/Manager will determine which group picnic shelters will be made available on a reservation basis. These group shelters may be reserved upon receipt of the approved reservation fee. The shelters may be used without charge when there are no conflicting reservations. Persons or groups with reservations will have priority to use the shelter over those which have not made a reservation.

b. Reservation requests. The request for a reservation should be made at least 30 days in advance of the proposed reservation date. The Resident Engineer/Manager or their authorized representatives may, under extenuating circumstances, accept and process reservation requests on shorter notice. The fee should be received before the reservation is confirmed and the permit issued.

c. Processing the reservation. The reservation will be executed on an ENG Form 4457. The white fiscal copy will be forwarded to FAO, Tulsa, along with the fee; the yellow Ranger copy will be retained at the resident office; and the tan user copy will be given to the requestee to be posted at the reserved group shelter.

FOR THE DISTRICT ENGINEER:

JEROME B. SIDIO  
Major, Corps of Engineers  
Deputy District Engineer

DISTRIBUTION A

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This LRDOM supersedes Policy No. 84-2, 26 January 1984.