



**DEPARTMENT OF THE NAVY**  
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
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NAVSUPPACTNAPLESINST 1700.1K  
N92

**29 JUN 2020**

NAVSUPPACT NAPLES INSTRUCTION 1700.1K

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: REGULATIONS FOR THE OPERATION AND USE OF U.S. NAVAL SUPPORT ACTIVITY, NAPLES, ITALY, THEATERS

Ref: (a) CNICINST 1710.3

Encl: (1) NAVSUPPACT Naples MWR Reel Time Theater Facility Usage Requesting Application

1. Purpose. To disseminate information concerning policy and regulations regarding the operation and use of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, theaters.

2. Cancellation. NAVSUPPACTNAPLESINST 1700.1J

3. Information

a. The NAVSUPPACT Naples theaters provide motion pictures and other suitable forms of entertainment for authorized patrons. The Commanding Officer, NAVSUPPACT Naples delegates responsibility for entertainment functions to the Morale, Welfare and Recreation (MWR) Director.

b. Navy motion pictures will be exhibited in accordance with schedules published by MWR.

c. Civilian and off-duty military personnel employed by the MWR Department will supervise theater operations during motion picture showings and other events. A Theater Manager will exercise general supervision of all theater operations and be assisted by Recreation Aids and projectionists, and counter attendants.

4. Regulations

a. The NAVSUPPACT Naples theaters are reserved primarily for the use of U.S. military, Department of Defense and State Department employees and their dependents. Each authorized adult (18 or older) patron is allowed one guest. Adult patrons are responsible for the action of their guests and must remain with their guests while in the theater.

b. The admission of dependent personnel to motion picture showings shall be governed by the Motion Picture Association of America (MPAA) motion picture ratings. For pictures rated "G" (General Audience) or "PG" (Parental Guidance Suggested), no restrictions shall be placed upon the attendance of dependents. For motion pictures rated "R" (Restricted), no dependent under the age of ten (10) will be admitted, and no dependent under the age of seventeen (17) will be admitted unless accompanied by a parent or an adult guardian. For motion pictures rated "NC17", no one under the age of 17 will be admitted.

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c. Reference (a) sets an admission fee for each motion picture performance which will be charged to all patrons except children under six years of age. This fee will be paid to the cashier upon entering the theater. The patron will receive, as receipt of payment, one adult or children's admission ticket, as appropriate. Patrons must retain ticket receipts until completion of film as they may be required to display their ticket receipt upon request of MWR personnel in performance of their duties.

d. Patrons are required to display military identification cards to the cashier. Failure to comply will result in denial of entrance to the theater.

e. Prior to the showing of each motion picture, the National Anthem and/or short advertising preview films will be played based on availability. All patrons in the theater auditorium are required to stand in deference to the National Anthem.

f. The following regulations are applicable at all times:

(1) Theater Manager, Recreation Aids, cashier or projectionist are authorized to verbally discipline offenders or escort them from the premises without benefit of a ticket refund.

(2) No smoking is permitted in the theater or near the doorways leading into the theater.

(3) Consumption of alcoholic beverages during movie screenings is strictly prohibited. Temporary alcoholic beverage services may be provided for special programs or events.

(4) Unnecessary noise or boisterous conduct will not be tolerated. Boisterous conduct includes, but is not limited to the throwing of any object; destruction of property; use of loud, profane or disparaging language and/or unnecessary noise in the lobby area during projection of the film or use of the auditorium.

(5) All patrons will be seated during the motion picture showing. Standing or sitting in the aisles is prohibited. Chairs will not be placed in the aisles or near doorways blocking the fire exists. Seats may be "saved" only for persons actually present in the theater.

(6) No pets are allowed in the theater.

(7) Lewd behavior will not be tolerated.

g. Complaints of any kind will be reported to the Theater Manager or cashier who will forward the complaint to the Business Activities Manager for appropriate action. Complaints requiring immediate action that is beyond the control of the theater personnel will be referred to the NAVSUPPACT Naples Command Duty Officer.

h. All patrons shall consider and respect the rights of others. Violators may be subject to disciplinary action.

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i. Organizations or activities desiring use of the theater will request authorization from the MWR Director by completing and submitting enclosure (1).

(1) Sponsoring commands or individuals using the theater will be held responsible for:

(a) Damage to any furnishings or equipment.

(b) Supervision of personnel using the theater.

(c) Cleanliness of spaces used.

(d) Security of the auditorium after use (turn lights off, secure doors, etc.).

(2) Organizations or other requesting activities may be charged a fee for evening events held in the theater auditorium.

(3) Any lost or found items should be turned in or reported to the MWR Department.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



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Releasability and distribution:

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**NAVSUPPACT NAPLES MWR REEL TIME THEATER  
FACILITY USAGE REQUESTING APPLICATION**

Organizations or activities desiring to utilize the theater for GMTs or special event, special showings, will request authorization from the MWR Theater Manager by completing and submitting an application. MWR reserves the right to accept or to deny requests considered in conflict with the MWR Department Mission, Goal and Philosophy. Reservation is subject to change or cancellation if for Departmental priority reasons.

Please note: Application can be requested and delivered to the following email address:

[nsanapletheaterreqs@eu.navy.mil](mailto:nsanapletheaterreqs@eu.navy.mil), date and time of email will be considered in the first come first served basis. Basic additional Information can be provided by calling ext. DSN 629 4367 and DSN 629 4358, 629 4371.

Sponsoring Commands or Individuals using the theater facility will be responsible for:

- (a) Damage to any furnishings or equipment.
- (b) Supervision of personnel using the theater.
- (c) Cleanliness of spaces used and return in conditions as found.
- (d) The securing of the Auditorium after use (turn off lights, lock doors, etc)

DATE:	/ Requesting Organization Name:
Point of Contact- N# 1	Email/Phone Ext:
Point of Contact- N# 2	Email/Phone Ext:
Requesting Date/s:	Requesting Time/s:
Event Description:	

No Outside Food or Drinks are allowed in the theater.

Fundraising and/or Resale Not allowed.

Snack Bar service requires prior arrangement and agreement