



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

1710  
MCCS  
JUL 29 2020

COMMANDING GENERAL'S POLICY LETTER 007-20

From: Commanding General  
To: Distribution List

Subj: GUEST POLICY IN FITNESS CENTERS ABOARD MARINE CORPS BASE CAMP  
LEJEUNE AND MARINE CORPS AIR STATION NEW RIVER

Ref: (a) MCO 1700.29  
(b) DoDI 1015.10 Ch 1, "Military Morale, Welfare, and  
Recreation (MWR) Programs," July 6, 2009

1. Purpose. To provide guidance concerning authorized guests in fitness centers aboard Marine Corps Base Camp Lejeune and Marine Corps Air Station New River.

2. Cancellation. CG Policy Letter 16-14.

3. Background. The references identify authorized patrons and give authority to Installation Commanders to approve local rules for the number of guests and frequency of use at designated facilities.

4. Information. To ensure the safety and physical well-being of Marines, Sailors, family members, civilian Marines, and all other authorized users of fitness facilities, the following guidelines for guests apply:

a. The number of guests per authorized user is limited to two. Guests are required to follow all fitness center policies regarding conduct and dress code. Authorized users are accountable for the conduct of their guests and must accompany them at all times while in the facility. Once a user leaves the facility, the guest(s) must also depart.

b. Guests ages 16 and older are welcome to utilize all areas of the fitness center, with the exception of personal training services and group exercise classes.

c. Guests ages 12 to 15 may utilize all areas of the fitness center, except personal training and group exercise, and must be under the direct supervision of a parent/guardian at all times.

d. Guests ages 10 to 11 are restricted to use of the climbing wall, running track, gymnasium, and swimming pool only, and must be under the direct supervision of a parent/guardian at all times.

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e. All adult guests must complete and sign a Guest Register and present a valid driver's license or identification card. The parent or guardian of guests under age 18 must complete and sign the Guest Register on behalf of their child(ren). Additionally, the parent or guardian must remain on site with any guests under age 18. A sponsoring member may not check another person's child(ren) into the fitness center; only the parent or guardian may do so.

5. Action. If a guest is found using a service that is not authorized, or displays disruptive behavior, a verbal warning will be issued to the sponsor and guest. Guests and sponsors who continue to be disruptive or misuse fitness center services after a warning will have their fitness center privileges revoked by the Commanding General Marine Corps Installations East-Marine Corps Base Camp Lejeune.

6. Point of contact is Mr. Brian Crawford, Fitness Branch Manager, Semper Fit Division, Marine Corps Community Services, Lejeune-New River at (910) 451-7320.

  
J. D. ALFORD

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