

2018 Santa Margarita Ranch House General Rules
Environmental Security, Resource Management Branch

1. **Santa Margarita Ranch House:** The Ranch House National Historic Site (RH NHS) is unique to Marine Corps Base Camp Pendleton and its history, as the base was once was the largest Mexican Land Grant in California. This 21 acre site include three main adobe buildings: the Ranch House (RH), Bunk House (BH), and the Ranch House Chapel (RHC), and several smaller out-buildings. Starting February 7, 2018, the property was brought under the management of the Environmental Security Directorate to facilitate operations, preservation, maintenance, and to allow Camp Pendleton DoD customers access the property, dependent upon the needs of government.

2. **Customer Information:**

a. Some areas of the Ranch House property is available for appropriate access by units and commands, directorships, active military, retirees, and their families while at the same time maintaining appropriate safety standards and vigilant care.

b. The Camp Pendleton (CPEN) Santa Margarita Ranch House (SMRH) Access and Permission (MAP) allows specific events or tours of the area. This permission entitles the authorized user to reserve and use a specific part of the property on a specific date and time, providing the customer follows all requirements, rules and regulations. The Resource Management Branch (RMB), Resource Enforcement and Compliance (REC) office and its employees are available to answer questions and provide assistance, as needed. The Wardens Office Building (WOB) is located within Building 2648 near Vandegrift and Santa Margarita Road (turn-off to Lake O'Neill) and our main number is 760-725-3360. The REC is open Friday - Monday from 9:00am to 5:00pm.

c. See item #6 for a list of authorized patrons. Some of the important access rules that apply, are:

3. **Availability.**

<u>AREA</u>	<u>SEASON</u>	<u>DATES</u>	<u>TIMES</u>
Santa Margarita Ranch House	Jan-Dec	Mon-Sat	0900/1700

4. **Notes:** Dates, times and days may change at the last minute due to training, weather, fire danger ratings, force protection and/or anti-terrorism measures, or other concerns beyond our control. Changes can occur without notice throughout the year. Check with the Game Warden Office (GWO) for the latest information.

a. **Access.** The GWO reserves the right to refuse access to customers not meeting requirements, failing to receive authorization, or not abiding by the rules and regulations. Use may be authorized for a specific area, time and date. Reservations can be made for a part of a day or for the whole day. Some events may be scheduled for multiple dates, depending upon availability.

b. **Responsibility.** The customer is responsible for everyone in the group, or event (all attendees) and everyone is responsible to know and

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abide by all CPEN rules and regulations, state and federal laws, and be respectful to others while on CPEN.

c. Food and Drink. No food or drinks are allowed within any buildings.

d. Specific Parties Not Authorized. All functions/events must be well controlled. No wild, or alcoholic, type parties are authorized due to the cultural significance of the site.

e. Filling out the SMRH Forms. The customer will provide exact information as to what the event will consist of when submitting the forms for approval. A Release of Liability form will also be completed.

f. The SMRH property is limited to not more than 200 people for the entire property due to safety concerns, access and egress restrictions, parking availability, along with minimizing direct impacts to the site.

5. Who Can Make a Reservation: Only DOD affiliated events are allowed. The SMRH does not support events from off-base (private sector) entities. Second and third party sub-letting, off-base contracts or other kinds of off-base reservations are not authorized.

a. Customer requests are on a first-come, first served basis. Remember there may be events scheduled before and after your event. The customer shall remember to allow enough time for site set-up before their scheduled event and also allow enough time after your event for breaking down and cleaning-up purposes prior to the next event.

b. The RMB/REC, is the only entity that can grant access to the SMRH. Email use requests to _M_PNDL_ENV-Ranch-House-Requests@usmc.mil or by contacting the Game Warden office at 760-725-3360.

6. Visiting the SMRH: Individuals may visit the SMRH from 0900 and 1630 Monday through Saturday to walk the exterior areas, except on dates and times the SMRH is being used for scheduled events. Contact the Game Warden office at 760-725-3360 the day of your visit to confirm access.

7. Scheduling Groups of People: Scheduling groups of people to look at the property for educational reasons is allowed.

a. Groups and Tours: For a guided tour, and to ensure a trained guide or docent is available, customers must request a tour or show up for an existing scheduled tour through the Camp Pendleton History and Museums (H&M) Office. This office can be reached by phone at 760-725-5758 or by email: MCBCAMPEN_history@usmc.mil.

b. Groups: Group sizes ranging from 20 to 80 people will be scheduled on a first-come, first, served basis through the H&M Office. Capacity for tours will be a maximum of 80 persons. Volunteer docents trained in the historical RH tour, will be notified four to six weeks in advance of the tour date so they can provide support. In order to maximize the availability of docents, tour requestors will be encouraged to schedule their tour on Tuesday or Thursday mornings at 10:00. Other dates and times will be considered on a case by case basis. No food or drink are permitted during these tours.

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c. Tours For Scheduled Events: Tours are considered on a case-by-case basis. One-hour Ranch House or 90-minute Ranch House Full Complex docent-led tours may be scheduled before other requested event programs such as retirements and promotions. Such tours may occur Mondays through Thursdays, between the hours of 10:00 A.M. to noon and 1:00 P.M. to 3:00, or on Fridays between 10:00 A.M. to noon and 1:00 P.M. to 2:00 P.M. Four to six weeks' notice is needed for these special requested tours. No food or drink is permitted during these tours.

d. Unit Events: Military unit events will be scheduled through the command Point of Contact (POC). HQ Support BN POC is Mr. Terry Pede, (760) 763-2042. I MEF POC is Mr. Alan Nary, (760) 725-9298/9856, alan.nary@usmc.mil. These events may be held on the various grounds of the Ranch House Complex to include Fiesta Lawn, Bunk House lawn, Ranch House Back Lawn, and Cannon Court. The unit will designate a POC who will coordinate the unit event with their command POC, sign waiver and event usage agreement documents on behalf of the unit, provide an estimate of the expected number of attendees, ensure safety standards are met, ensure the security and cleanliness of the site and be the responsible party in case of damages, accident or any other issue related to the unit's event. The POC must be available before, during, and after the event by cell phone in case immediate action is required.

e. Chapel Events, such as Weddings and Baptisms: You can contact the GWO if you just want to schedule the chapel building. You can contact the Base Chaplain's Office if a base chaplain is needed for your event. The Chaplain's office number is 760-725-4700. Due to the limited size of the SMRH chapel, these events are limited in size to **not more than 70** people. The immediate areas located under the chapel awning to the west and also immediately to the east of the chapel can be used as a reception area after the event. Active military and federal employees will receive authorization from their respective commands prior to reserving this site for use.

f. Special Events In the Ranch House Inner Courtyard: This location is extremely limited in space and is limited in use for small command-type/other functions and will be considered on a case-by-case basis. Events in the Inner Court will not exceed 50 persons. All furniture, tables, equipment, and chairs shall be placed under the roof eave, overhang area to minimize any impacts to the center courtyard area.

a. During events, no obstruction will be allowed in the large entryway to the Inner Courtyard, such as tables, chairs, extension cords, etc. so as not to obstruct a safe exit.

b. Placement of pole heaters will be set to minimize any heat concerns to structures and vegetation. Sterno-type food warmers, other such devices and electrical equipment will be carefully placed to minimize trip hazards and leave walkways and exits clear.

c. Cater-prepared platters of food are permitted. Up to three electrical heating devices such as coffee pots and crock pots are permitted in the Inner Courtyard provided these are carefully placed for maximum safety. Cords shall be placed so as not to create a hazard.

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8. Customer Use:

a. DoD customers must be 21 years of age to obtain authorization to use the property at the SMRH. SMRH customers are responsible for all people in their group or event. The military, DOD employees, and retirees, with command or Directorate approval, are allowed use privileges on a 'not to interfere' basis.

b. Units, organizations and individuals may request to use the SMRH area not less than 60 days in advance of use-date(s). The SMRH property is not available for event use by the general public.

9. General Information: The GWO office provides no support for your event other than scheduling. The customer will leave the site as-found.

a. Use is only granted to the customer, person or group, unit or command and use is non-transferable.

b. Fees may be charged to the customer, their unit, or command if the customer leaves the site in an unclean or unsafe condition, or to fix any damage caused to any structure, grounds or vegetation during your approved activities.

c. The SMRH is normally used during scheduled GWO times from 9:00am to 5:00pm, and may be available Monday through Saturday, unless other arrangements are made and approved in advance.

d. During events, no obstruction, such as tables, chairs, extension cords, etc. will be allowed in the main walkway corridors next to structures so as not to obstruct a safe exit.

e. Placement of pole heaters, Sterno-type food warmers, other such devices and electrical equipment will be carefully placed to reduce safety hazards and allow safe exits from the area for guests.

f. Cater-prepared platters of food are permitted. Up to 3 electrical heating devices such as coffee pots and crock pots may be permitted if an outlet is available and electricity is working. Plan accordingly.

g. No nails, staples, tacks, or other hardware; no duct, masking, or other tape; can be used to secure any item within, on, or from any structure or vegetation at the SMRH. This violates federal law.

h. No use of any writing instruments, such as: chalk, pen, pencil, paint, crayon, can be used to mark, write on any surface, wall, floor, ground, or structure. This violates federal law.

i. Only the natural and current surroundings can be used. No hay or alfalfa bales, or other kinds of vegetation can be brought on-site.

j. No candles will be used inside, on, or near the buildings (except by the Chaplain's office to perform a ceremony, or as authorized by GWO).

k. Any candles used outside will be placed on top of a ceramic type

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dish, or other similar device with a glass or other similar device used to protect the flame. Candles will not be placed in, or next to any main structure or vegetation.

l. Children under the age of 12 will be immediately accompanied by their parents, or responsible adult, group/event leader. Children ages 12-17 must be immediately supervised by a responsible adult.

m. Large vehicles, equipment, or some events may not be suited for or allowed at this venue due to the historic significance of the SMRH area.

n. You must bring everything with you and take everything with you when you leave. There are no on-site stores, restrooms, or other amenities. You may need to order porta-potties, sinks, tables and chairs, or generator(s) to support your specific function.

o. No 4x4 or four-wheel driving is allowed anywhere on CPEN, to include the SMRH property. Most military vehicles or equipment are not authorized on the property due to the cultural sensitivities on-site.

p. The RMB/REC, Marine Corps and the federal government assumes no risk or liability for equipment damage, vehicle damage, or injury to persons which may occur. Customer use is for a part of the property or chapel. The property is available in its 'as is/known' and current state. The GWO offers nothing more than temporary use of land, or the chapel.

q. No type of aerial drones are allowed above the property.

r. Violations of these regulations or unethical behavior is grounds for immediate removal of the customer, guests and event. Furthermore, violation(s) may be sent to your command for further action.

10. **Arrival and Departure:** You are not allowed to access any of the SMRH property prior to or after the times and dates reserved for your use. Do not arrive early and make sure you remove all of your support equipment and trash before the end of your official departure time.

a. Entry to anywhere on CPEN is only allowed through established entry and egress gates manned by the Military Police.

b. You may be required to meet with the PMO/civilian police to plan for your guest access or physically meet members of your party (that do not have base access and are driving separately) at one of the designated gate entrances before your guest(s) will be allowed access to the base. Please plan accordingly and check with PMO for guest access to the base.

11. **Vehicle Parking/Access:** There are parking areas on-site. There are a few parking areas next to the chapel primarily used for handicapped or disabled parking (see parking area A on map).

a. The main parking area is along the western access road northwest and past the chapel. Vehicles can park along this road near the corral fence-line (see parking area B on map). A larger 'special permission' parking area may be available in the dirt (see parking area C on Map). This parking area 'C' must be approved in advance.

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b. Temporary Parking Before and After Your Scheduled Event is available on the paved access roads for short periods of time (30-60 minutes) for set-up and break-down purposes. No long-term parking is allowed on, or along these other access roads; this is so emergency, maintenance, or other vehicles can easily access the property. The CPEN Fire Department requires space for easy access on established roads next to structures.

12. **Cultural Resources**: Digging, metal detecting, artifact collection, or disturbance of cultural items is NOT authorized. No one can write or permanently mark on, or deface any structure or items at the SMRH. Failure to abide by these rules will be considered a violation of the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) and/or the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.) and may be subject to civil or criminal penalties. You are required to report any type of 'find' to Cultural Resources or REC if artifacts or other cultural items are discovered. Disturbance/removal of vegetation is prohibited.

13. **Pets**: Pets shall be left at home. Only military working dogs, dogs for the blind or disabled are allowed. The customer is required to immediately clean up after any dog and the dog must be under the immediate control of their guest, or on a leash not longer than 6-feet.

14. **Support Equipment and Porta-Johns**: Group events on-site for extended periods of time (1/2 and whole day events) will require porta-johns and possibly other support equipment on-site. The customer will work with their unit or contact Essential Support Services company (877-377-4624) which provides services on Camp Pendleton. Their recommendations on the number of porta-johns or support items (such as sinks, trash cans...) required are dependent upon the number of people within your group. Porta-johns shall be on site the morning of your event start-date and can remain on-site until the end of your event. You can contact the base MCCS Destination Experiences for other support equipment (such as: tables, chairs, catering...) at 760-470-8108. The customer pays all costs for porta-johns or other support equipment. Most support equipment cannot be collected from the site on Sunday's which will require you to remove everything at the end of Saturday.

15. **Trash**: There are dumpsters on-site for your use located at the north end of the property. Please make sure to break any items down to save space and close the dumpster lids before you leave. The customer is responsible to remove any extra trash from the site if the dumpsters are full. Please plan accordingly.

16. **Parties, Alcoholic Beverages and Ethical Behavior**: The SMRH site does not allow extreme or loud parties or alcoholic beverages, except small amounts of alcohol for some scheduled events; such as, a glass of champagne or wine for ceremonial toasting.

a. No bars, open bars, tickets given to guests for alcohol, purchasing of alcohol, beer kegs, or extra alcohol, are allowed on the property.

b. Public drunkenness, drug use, loud music, verbal exchanges, shouting,

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displays of intoxication or other non-ethical behavior is prohibited. Driving Under the Influence (DUI) of drugs or alcohol on CPEN is illegal. Please ensure you keep everyone in your group quiet and in compliance of established rules & laws.

17. **Firearms**: Firearms or other weapons of any kind, including, but not limited to: B.B., pellet, rifles and pistols; bows and arrows; dirks; daggers; knives; swords, and explosives (fireworks) are expressly prohibited. Unit ceremonial swords and rifles are allowed with unit or HQSB approval. Ceremonial knife/scissor can be used to cut a cake/ribbon.

18. **Ordnance Material**: Ordnance material (shells, cartridges, etc.) found in the area WILL NOT BE disturbed or handled for any reason. Report any found military ordinance or equipment to the GWO or the Military Police as soon as possible.

19. **Camp Pendleton Emergency Telephone Numbers**: Call one of the below numbers in the case of an emergency. State your emergency, your exact location, your name, and your telephone number. Do not hang-up until told to do so.

- a. Game Warden Office (760) 725-3360 (9:00am to 5pm)
- b. Military Police (760) 725-3888 (after hour emergencies)
- c. Base Fire Department (760) 725-4321 or 4214

20. **Further Information**: Our office is here to assist you Friday through Monday from 9:00am to 5:00pm except on the Thanksgiving; Christmas, New Year's, and possibly some other holidays.

a. Please use the below address if you wish to communicate with us in writing:

Environmental Security
Attn: Chief Game Warden
Resource Enforcement and Compliance
P.O. Box 555008
Camp Pendleton, CA 92055-5008