

Santa Margarita Ranch House

General Rules

Environmental Security, Resource Management Branch



1. About the Santa Margarita Ranch House (SMRH):

The Santa Margarita Ranch House National Historic Site is unique to Marine Corps Base Camp Pendleton and its history, as the base was once the largest Mexican Land Grant in California. Built between 1842 and 1844, the ranch house was the headquarters for the Santa Margarita y Las Flores Rancho and is listed on the National Register of Historic Places.

This 21 acre site includes three main adobe buildings: the Ranch House, Bunk House, and the Ranch House Chapel, and several smaller out-buildings.

This property is under the management of the Environmental Security Directorate (delegated to the Resource Management Branch (RMB)) to facilitate operations, preservation, maintenance, and to allow Camp Pendleton DoD customers access the property, dependent upon the needs of government.

2. Important Customer Information:

- a. **Who Can Make a Reservation:** Only DOD affiliated events are allowed. The military, DOD employees, and retirees, with command or Directorate approval, are allowed use privileges on a 'not to interfere' basis. 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. **The Santa Margarita Ranch House is not available for use by the general public.**
- b. Reservations are available year-round, Monday-Saturday 0800-1900.
- c. The designated areas available for use are the Cannon Court (CC), Ranch House Lawn (RH), Bunkhouse Lawn (BH), and Fiesta Lawn (FL); see Figure 1. The Ranch House Chapel (RHC) is available for weddings and baptisms, and the Ranch House inner courtyard may be available for special small-scale command events.
- d. Due to the historic nature of the property, use is contingent on the restrictions and rules set forth in this document.
- e. Customer requests are on a first-come, first served basis.
- 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, and protection of historic property.
- g. Environmental Security (RMB) is the only entity that can grant access to the SMRH. The customer must submit two forms: the Application form and A Release of Liability form. Detailed information must be submitted in the forms for approval.

Email use your request and forms to: M_PNDL_ENV-Ranch-House-Requests@usmc.mil

This permission entitles the authorized user to reserve and use a specific part of the property on a specific

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date and time, providing the customer follows all requirements, rules and regulations.

- h. Requests should be made 60 days in advance of use-date(s).
- i. **There are no on-site stores, restrooms, or other amenities.** You may need to order porta-johns, sinks, tables and chairs, or generator(s) to support your specific function.
- j. No food or drinks are allowed within any buildings.
- k. The employees of the Resource Management Branch are available to answer questions and provide assistance, as needed. Please call: 760-725-3360.

3. General Information:

- a. The RMB reserves the right to refuse access to customers not meeting requirements, failing to receive authorization, or not abiding by the rules and regulations. Some events may be scheduled for multiple dates, depending upon availability.
- b. The customer is responsible for everyone in the group, or event (all attendees) and everyone is responsible to know and abide by all CPEN rules and regulations, state and federal laws, and be respectful to others while on CPEN. Use is only granted to the customer, person or group, unit or command and use is non-transferable.
- c. All functions/events must be well controlled. Alcohol consumption is prohibited and rowdy or disrespectful behavior will not be tolerated.
- d. Arrival and Departure: Include time for setting up and breaking down/cleaning in your application form. Ensure that all of your support equipment and trash is removed prior to the end of your official departure time as there may be events scheduled before and after your event.
 - 1) Entry to anywhere on CPEN is only allowed through established entry and egress gates manned by the Military Police.
 - 2) 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.
- e. The RMB office provides no support for your event other than scheduling.
- f. DoD customers must be 21 years of age to obtain authorization to use the property at the SMRH.
- g. 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. The customer will leave the site as-found.
- h. 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.
- i. The RMB/Environmental Security, 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.

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4. Visiting the SMRH: Individuals are encouraged to visit the SMRH during daylight hours to walk the exterior areas; be respectful of any event on the premises if visiting.

5. 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.

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 Ranch House 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.

b. **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. Contact the (H&M Office to arrange a tour. This office can be reached by phone at 760-725-5758 or by email: MCBCAMPEN_history@usmc.mil.

c. **Unit Events:** Military unit 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.

d. **Chapel Events, such as Weddings and Baptisms:** To schedule the chapel building, contact the RMB. Contact the Base Chaplain's Office if a base chaplain is needed for your event at 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.

Note that the chapel may be closed for lengthy periods of time; refer to the Camp Pendleton website for the latest information: <https://www.pendleton.marines.mil/Staff-Agencies/Environmental-Security/Ranch-House-and-Adobe/>

e. **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.

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- 1) 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.
- 2) 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.
- 3) 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.

6. Vehicle Parking/Access:

- a. Parking for events is in designated areas only. These are shown on Figure 1. There is no overflow parking in the large fields west of the Ranch House except as shown on the map and with special permission. There are a few parking areas next to the chapel primarily used for handicapped or disabled parking (see parking area A on Figure 1).
- b. 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 Figure 1). A larger 'special permission' parking area may be available in the dirt (see parking area C on Figure 1). This parking area 'C' must be approved in advance.
- c. 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.
- d. The CPEN Fire Department requires space for easy access on established roads next to structures.

7. 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, etc.) 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, etc.) 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.

8. 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.

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9. Rules While on the Premises:

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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Only the natural and current surroundings can be used. No hay or alfalfa bales, or other kinds of vegetation can be brought on-site.
- g. No candles will be used inside, on or near the buildings, or elsewhere on the property (except by the Chaplain's office to perform a ceremony).
- h. 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.
- i. 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.
- j. You must bring everything with you and take everything with you when you leave.
- k. 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 historic nature of the property.
- l. No type of aerial drones are allowed above the property.
- m. 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.
- n. 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.
- o. Ordnance Material: Ordnance material (shells, cartridges, etc.) found in the area WILL NOT BE disturbed or handled for any reason. Report any found military ordnance or equipment to the Military Police as soon as possible.

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10. 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 LFRH. 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 RMB if artifacts or other cultural items are discovered. Disturbance/removal of vegetation is prohibited.

11. 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, 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.

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. Resource Management Branch 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

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

Environmental Security Attn: Branch Head
Resource Management Branch
P.O. Box 555008
Camp Pendleton, CA 92055-5008

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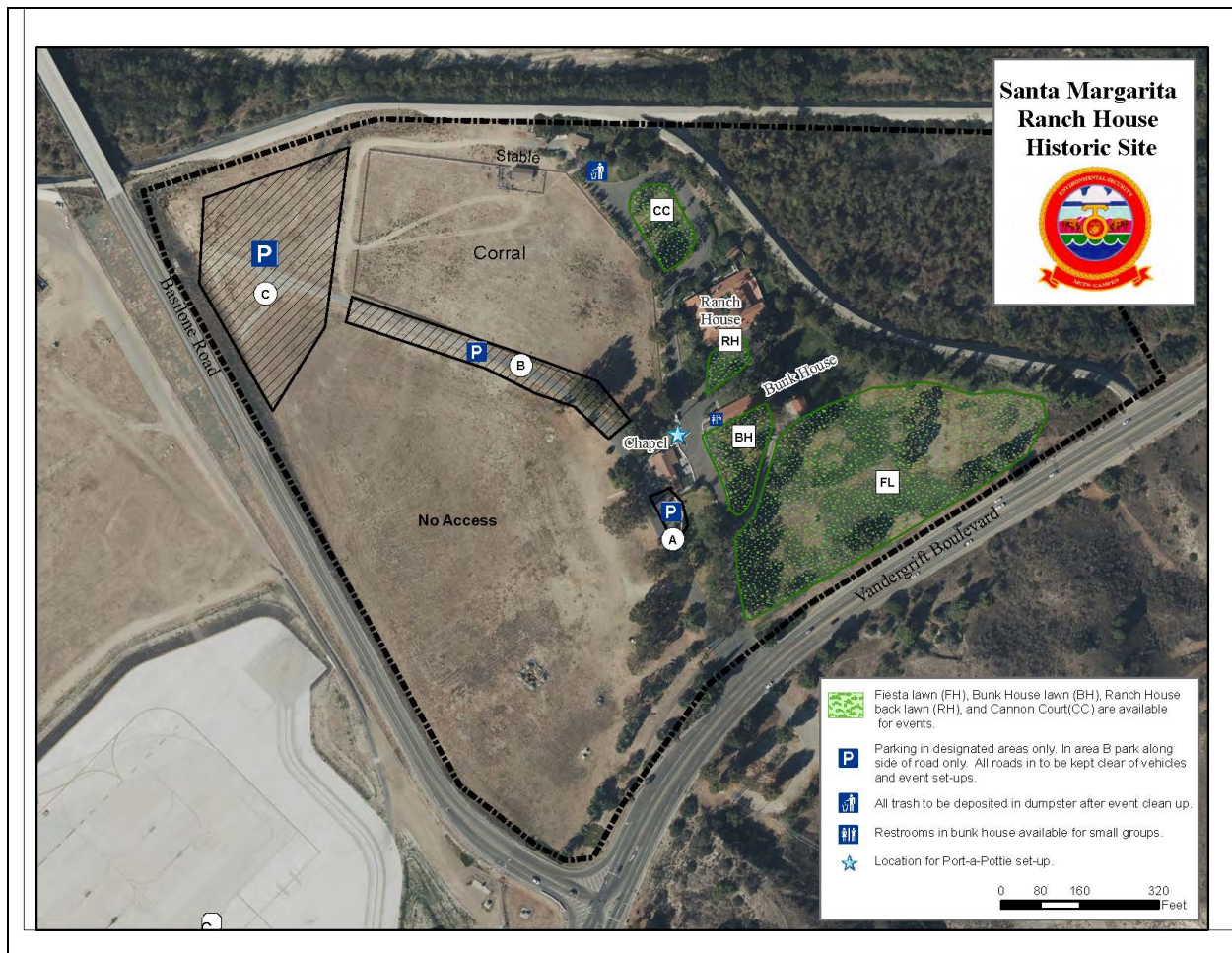


Figure 1. Santa Margarita Ranch House Event Map. The designated areas available for use are the Cannon Court (CC), Ranch House Lawn (RH), Bunkhouse Lawn (BH), and Fiesta Lawn (FL). There are a few parking areas next to the chapel primarily used for handicapped or disabled parking (Area A). Area B is the main parking area. Parking Area C must be approved in advance.