



**UTAH NATIONAL GUARD
HEADQUARTERS CAMP WILLIAMS
17800 South Camp Williams Road
Riverton, Utah 84065-4999**

03 October 2001

REPLY TO

ATTENTION OF:

ARNG CAMP WILLIAMS GARRISON

To whom it may concern:

On behalf of the Garrison Commander, Training Site Manager and staff, we appreciate your interest in visiting Camp W.G. Williams. This packet will provide you with information, to assist in planning your activity.

The following is a list of facilities available for your use:

1. Billets - Forty person barracks. Check in is at 2:00P.M. Check out is at noon.
2. Dining facilities - Fully equipped with necessary kitchen equipment and ready for your use.
3. Leadership Reaction Course (LRC) - This course consists of many challenging tasks that test leadership skills. This course is similar to a ropes course.
4. Rappel tower - Rappel masters are available on a first come first serve basis from 01 June to 31 August. Thirty-day advance notice is advised.
5. Swimming pool – Fees are \$2.00 per person per day.
6. Outdoor volleyball courts.
7. Softball diamond.
8. Outdoor Amphitheater.
9. Armory main hall - Coordination for this building is made through the Special Forces at (801)253-5623.
10. Meeting hall - Perfect for large groups.
11. Officers club - The O'Club is operated as needed upon reservation. For further information contact Hazel DeBois at (801) 253-5424.
12. Post Exchange - The Post Exchange is normally open Monday through Saturday from 10:00 a.m. to 5:00 p.m. No alcohol or tobacco is sold to personnel without military identification.
13. Video rental - Televisions, VCR's and movies are available for check out at a minimal charge.
14. Recreation equipment - The following items are available for check out at a minimal or no charge; baseball, football, soccer, basketball, volleyball, boxing, horseshoes, barbecue grilles.
15. Classrooms - Camp W.G. Williams offers a variety of classroom sizes.
16. Facilities are also available at Dugway Proving Grounds. Contact Camp Williams Operations for further information.

Camp W.G. Williams charges \$7.50 per person per day operational costs, plus building and administration fee. Enclosed is a list of the building and administration fees, these fees vary depending on usage. A \$200.00 cleaning/damage deposit is required from each using organization.

LDS Stakes using the facilities are required to send a spokesperson from each Ward to the coordination meeting prior to staying at Camp Williams. Compliance is necessary or we will be unable to support your request.

To reserve facilities, send your request in as soon as possible. Scheduling for overnight stays begins during the second week of February for that year, and is done on a first come first serve basis. We accept early requests, but **no** action is taken until February.

Your first step is to write a memorandum to the Deputy Adjutant General, Utah Army National Guard. This can be accomplished by mail, (the address can be found on the enclosed sample sheet), email (terry.haslam@ut.ngb.army.mil), or by fax at (801) 523- 4711. The enclosed sample memorandum lists all the required information. List alternate dates so that we have a better chance of supporting your activity. The Deputy Adjutant General reviews your request and will contact you via a memorandum, as to our ability to support your request. If your request is approved an Initial Planning Conference (IPC) is scheduled, at which time we acquaint you with the facilities, give you necessary points of contacts, and a more detailed understanding of what is required.

If we can be of further assistance, please call this office at (801) 253-5733.

Lesia J. Beals
Staff Sergeant, Army National Guard
Operations and Training NCO

Enclosure:
Sample Letter to DAG
Map of Camp W.G. Williams
Usage Fees

SAMPLE LETTER

Martha Washington
15 Cherry Tree Lane
Sandy, UT 84092

1 January, 1999

HQ Utah National Guard
Attention: UT-DAG
P.O. Box 1776
Draper, Utah 84020-1776

Subject: Scheduling of Camp Williams Facility for Youth Activity

To whom it may concern:

Our group would like to request approval for the use of facilities at Camp Williams for a youth activity as follows:

RESERVING GROUP: Sandy Girls Club

DATES OF EVENT: July 1, 1999 - July 3, 1999

ALTERNATE DATES: June 23, 1999 - June 25, 1999
August 7, 1999 - August 9, 1999

NUMBER OF PEOPLE: 30 Females/25 Males

POINT OF CONTACT: Martha Washington
15 Cherry Tree Lane
Sandy, UT 84092
Work Phone: (801) 555-1212
Home Phone: (801) 555-1212
E mail: George's mother@cherrytree.net

FACILITIES REQUESTS:

July 1, 1999	Billets, dining facility, Building 615, 1 classroom
July 2, 1999	Billets, dining facility, leadership reaction course, Rappel Tower, Volleyball court
July 3, 1999	Billets, dining facility, amphitheater, volleyball court

Your assistance with this matter is greatly appreciated.

Sincerely,

Martha Washington

GUIDELINES FOR CIVILIAN ORGANIZATIONS

1. Adult leaders must accompany all youth to ensure accountability and safety. Youth leaders should keep their traffic on camp limited to their assigned facilities and should not allow youth to wander around camp.

2. Youth groups must provide adult supervision at a one to ten ratio.

3. Groups will enforce a 10:00 p.m. curfew as a courtesy to other users of camp.

4. Functions, such as dances, may continue past the designated 10:00 p.m. curfew, but should be conducted away from any sleeping quarters.

5. The following facilities are off limits:

a. Physical Fitness Center (bldg 611)

b. NCO Club (bldg 407)

c. All areas north of Wyoming Ave

d. Swimming pool after 8:00 p.m.

e. Any military vehicles

f. Utah Regional Training Academy area (bldgs 302 - 308)

g. Officers Club

h. Distinguished Visitors Quarters

5. Users of camp will provide their own personnel to maintain and operate all equipment and facilities with the exception of the rappel tower.

6. Users of camp must provide their own bedding (sleeping bags) and personal hygiene items. It is also recommended that each individual bring a pair of shower shoes.

7. Users of camp will provide a roster of all in attendance operations (bldg 512).

8. Users will provide to camp operations (bldg 512) an agenda of activities.

9. Users of camp will provide to camp operations (bldg 512) proof of liability insurance.

10. Users should be aware of safety issues. Water during the summer months should be available at all training sites.

11. For lost and found items contact operations at 253-5733 for assistance.

12. Youth are not authorized to operate motor vehicles on post or on the training areas.

- 13. The speed limit on post is 20 mph. All vehicles will adhere to the speed limit and all other traffic laws while on post. Passengers will not hang out of vehicles, nor ride in the back of trucks.*
- 14. Group leader will leave a cellular phone number with operations (bldg 512) so that communications can be maintained. If a cellular phone is not available, the Group leader can sign for a radio at Range Control (bldg 512).*
- 15. Checks should be made out to the "United States Treasury". However payment for the swimming pool should be made out to "Camp Williams Pool".*

Enjoy your stay at Camp W.G. Williams

PLANNING CHECK LIST

- DATE OF ACTIVITY _____
- ESTIMATED STRENGTH:
 - MALE _____
 - FEMALE _____
- ADVANCED PARTY _____
- CLEAN-UP PERSONNEL _____
- YOUTH/ADULT RATIO (1:10 RECOMMENDED): _____
- FOOD SUPPLIES _____
- COOKS AND SERVERS _____
- WATER AT ALL REMOTE SITES _____
- FIRST AIDE _____
- EMERGENCY PLANS _____
- TRANSPORTATION _____
- FUEL _____
- ADDITIONAL SITE VISIT _____
- AGENDA _____
- ATTENDANCE ROSTER _____
- INSURANCE FORM _____
- ISA _____
- COORDINATION MEETING (WEDNESDAY 3PM) _____
- MISCELLANEOUS _____
- DEPARTURE CLEARANCE FORM _____

Camp Williams FY 2002 Price List as of 1 OCT 2001
 Revised 1 November, 2001

BLDG	FACILITY	FY 2002
	Administration Fee with Facilities	One Time Fee per Event \$40.00
	Administrative Fee w/o Facilities	\$15.00
Prices are Per Day		
	Overhead Charge	*\$7.50 per person per day.
505	Dining Facility/Unit Ops Bldg.	\$42.00
506	Dining Facility/Unit Ops Bldg.	\$42.00
507	Dining Facility/Unit Ops Bldg.	\$42.00
508	Dining Facility	\$30.00
703	Dining Facility	\$30.00
606	Unit Headquarters Building	\$19.00
608	Unit Headquarters Building	\$19.00
613	Unit Headquarters Building	\$19.00
615	Meeting Hall	\$55.00
616	Chapel	\$21.00
622	Battalion HQ/Unit Ops Bldg.	\$21.00
624	Battalion HQ/Unit Ops Bldg.	\$28.00
804 E	Classroom/ East side	\$8.00
804 W	Classroom/ West side	\$8.00
128	Maintenance Building	\$18.00
705 E	Classroom, East	\$7.00
705 C	Classroom, Center	\$7.00
705 W	Classroom, West	\$7.00
707	Unit Headquarters Building	\$21.00
*Prices are Per Night		
410	Enlisted Barracks w/ large latrine, with 8 bays. Price is per bay per night	\$20.00
411	Enlisted Barracks/ 8 bays/per bay	\$20.00
412	Enlisted Barracks/ 8 bays/per bay	\$20.00

* One day is defined as a 24 hour period beginning at midnight and ending midnight the following night. Full day overhead and building charges, except for barracks, apply when usage occurs during any portion of the 24-hour period. **Prices for Barracks are per night. Check in time is NET (no earlier than) 1400 hrs. Check out time is NLT (no later than) 1200 hrs.** Organizations arriving after 1800 and do not have the Rappel Tower scheduled for that evening will be charged ½ of the overhead charge per person for that day.

