

USE OF JOINT FORCE TASK FORCE NORTH
HEADQUARTERS YELLOWKNIFE MESSSES

- REFERENCES: A. CFAO 27-1 Messes
B. Bear's Den Constitution
C. Raven's Nest Constitution
D. SO 4-02 - Physical and Operational Security
E. 1 ASU/CFB Edmonton Garrison Standing Order 328

AIM

1. The aim of this Standing Order (SO) is to describe the conditions of use and the administrative process required to book the facilities located on the first floor of the Evans Building. These facilities are known as the "Bear's Den" (Officers' Mess) and the "Ravens Nest" (NCMs' Mess). The term "Mess" or "Messes" will be used generically to describe both messes. Common sense is to be used to distinguish between the appropriate Messes.
2. This SO will also describe the expected conduct of any person that utilizes their respective Mess.

APPLICATION

3. This SO applies to all military members of lodger and integral units supported by JTFN, any visiting personnel from other units that may occasionally visit JTFN, and all associate members of either Mess.

PURPOSE

4. The primary purpose of the two facilities is to serve as a Mess, wherein the respective membership governs, administers and enjoys their Mess, which they pay for the privilege to use. The secondary purpose for these facilities is to serve as a venue for meetings, conferences and other JTFN business-related activities. All reasonable effort will be undertaken to secure conference and meeting facilities from other sources, be they from within JTFN lines or outside of DND. The use of the Messes for conferences, meetings or other business is to be considered after all other sources have been exhausted. If one of the Messes is to be used for non-Mess activities, the remaining, and available Mess shall be considered an "all ranks" facility and used accordingly. Either Mess shall not be considered the 'default venue' for non-Mess activities.

5. The retractable wall separating the two Messes shall remain closed when the facility is designated as a Mess except for the following functions:

- a. 'Open Wall TGIT', normally scheduled each Thursday;
- b. Combined Mess events, with the permission of both PMCs, and concurrence of the JTFN Headquarters Commanding Officer or his designate; or
- c. Other functions as approved by the JTFN HQ CO or designate.

6. The key to unlock the retractable wall will be acquired from the Duty Commissionaire at the Evans Bldg front desk if, and only if, written or verbal authority has been obtained from the ASU(N) CO or designate.

ACCESS TO THE MESSES

7. Access to the Messes is governed by reference A. Specifically, a member of a Mess, except in the course of duty, shall not enter another Mess inappropriate to the member's rank or attend social functions at such Messes without a proper invitation sanctioned by the Commanding Officer. Such invitations are normally limited to official and traditional visits, e.g. visits by officers at a New Year's Eve Levée in a Junior Ranks Mess.

CONDUCT

8. Appropriate conduct is important for the mutual enjoyment of the Mess by all members and guests. Although subjective, inappropriate conduct may manifest itself in contravention of acceptable dress policies, inappropriate behaviour or demeanour towards other Mess members and guests. Any conduct or behaviour that is deemed unacceptable is to be brought to the attention of the PMC, a member of the Mess Executive Committee or, failing that, engage the most senior military member present. It should be emphasized that each of the Messes has a tradition of maintaining the behavioural standards expected of their own members, therefore Officers will address deficient behaviour of Officers and NCMs will similarly address behavioural shortcomings of other NCMs. Tact and sensitivity is to be expected in the event that someone's behaviour requires correction during a combined Mess or 'open-wall' event.

USE OF THE MESS

9. Ordinary and Associate Members of the Bear's Den and Ordinary Members of the Raven's Nest in good standing may book their Mess or both messes, if approved for private functions in accordance with the form at Annex A. Typical use and guidelines are detailed in the respective Mess Constitutions and Bylaws. In all cases, the Mess member sponsoring the event shall be present at the function in its entirety and shall be responsible for the conduct of guests, loss and/or damages to the facilities.

TEMPORARY USE OF WORKS AND BUILDINGS FOR OTHER THAN MILITARY PURPOSES

10. The Messes are not intended to compete with local conference, banquet or entertainment facilities. Hence, the Messes are not open to the public. If non-DND individuals or organizations request the use of any DND facility and it is approved by the chain of command, then it shall be considered a Real Properties matter, and referred to the ASU/CFB Edmonton Engineering Services Company Properties Officer, who will advise with respect to leasing of DND Facilities by non DND users. The ASU (Edm) Prop O can be reached for consultation at (780) 973-4011 ext 2329 or CSN 528-2329.

FIRE SAFETY

11. Maximum occupancy capacity. The Messes have a maximum occupancy capacity and, under no circumstance, are these amounts to be exceeded. The capacities are marked and posted above the entrance doors, inside each of the Messes. They are also listed in Annex A.

12. Temporary and seasonal decorations. Untreated cotton batting, polyethylene foam, artificial flowers, paper and certain cloth costuming will ignite readily and burn with great intensity and therefore, shall not be used unless suitably flame-proofed. Only CSA or ULC listed decorations shall be used. The following criteria shall be met when temporary decorations are used:

- a. decorations shall not be placed on electrical fixtures or within 914 millimetres of electrical lamps, heating appliances or heating piping;
- b. decorations shall not be hung on door casings or on staircases and shall be hung close to the ceiling out of reach of personnel;
- c. any extensive wiring for decorative purposes, other than Christmas tree lighting sets shall be installed by qualified electricians;
- d. open-flame devices shall not be used for decorations. Only listed or approved jar candles may be used; and
- e. camouflage netting shall not be used for decoration.

13. Christmas tree precautions. Natural Christmas trees shall not be used in DND buildings without written permission from the ASU/CFB Edmonton Fire Chief. Only CSA or ULC listed artificial trees are approved for use in DND buildings.

SECURITY

14. The Messes are located on DND property, and therefore access to the facility is restricted. All functions within this facility must comply with reference D. Members sponsoring a function must submit a guest list a minimum of two working days prior to the event. Failure to provide a guest list may result in a guest being denied access to the Evans Bldg.

15. Sponsors of a Mess function shall assign a host to monitor the access of guests at the front reception area of the Evans Building. Duty Commissionaires may assist, but will not be responsible for guest arrival and on-site screening.

Annex A – JTFN Mess Request Form

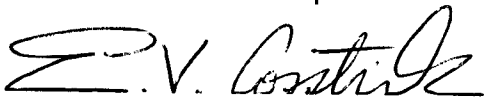
Approval Authority: ASU(N) CO

OPI: ASU(N) Hospitality Manager

OCI: Bear's Den PMC and Raven's Nest PMC

Issue Date: 4 September 2008

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CO ASU(N)
6869



To: Ms Gabrielle Barbier, Hospitality Services Supervisor
E-mail: Gabrielle.Barbier@forces.gc.ca
Phone: (867) 873-0700 ext 6779
Fax: (867) 766-6802

JTFN Mess Request Form

This form is to be accompanied, whenever possible, by a formal letter, or fax, addressed to the ASU(N) CO

Function (or Event) Information

Organization requesting Mess _____

Function or event _____

Date _____ Time: from _____ to _____

Bar Requested Yes No Time: from _____ to _____

Will the function be catered? Yes No Expected Attendance _____

Coordinator's name _____

Telephone _____ Fax _____

Mailing Address _____

_____ Email _____

Mess Requests

Please check appropriate Mess: Bear's Den (maximum legal capacity: 90)
 Raven's Nest (maximum legal capacity: 120)

Important Information for the Function Coordinator

It is requested that the organization named above be considered for the use of your Mess Facilities. The Organizer understands the following:

- The President of the Mess Committee of the Mess or Messes must endorse this request;
- The JTFN Headquarters Commanding Officer must approve this request;
- All alcoholic beverages must be purchased from the bar on site;
- Attendance may not exceed legal capacity, which includes bar staff and caterers;
- No furnishings or property shall be removed;
- All functions will be private events, with invitation. Events open to the general public will not be held in the facility;
- Access to the Mess will not be permitted prior the event's date without prior approval from the ASU(N) Hospitality Supervisor;
- A Mess member in good standing must sponsor, attend and take responsibility for the event; and
- Pool tables shall not be moved.

Joint Task Force North Headquarters (Evans Building) is DND Property and any person on the premises is subject to the National Defence Act, including the security regulations contained therein and the security regulations established by Joint Task Force North.

MESSES

"The term "mess" is used interchangeably to mean:

- the organization, whose membership is related to an identifiable and specified rank structure, formed for the purpose of building "esprit de corps" and comradeship; or
- the facility, or facilities, which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room and other common rooms."¹

PURPOSE OF OPERATION

"The Mess shall be operated for the purpose of providing goods, services and amenities to members."²

The Mess is considered a private facility (it is funded by membership dues, not public funds) for the use of members and military organizations. On occasion outside agencies may be afforded the privilege of its use, but only within the guidelines illustrated below and in accordance with JTFN Standing Orders and DND Regulations.

Essentially, the use of our Messes by non-Mess members is by invitation and must be both sponsored and entirely attended by at least one Mess member. Priority of bookings of the Mess is given to its members and other military organizations. Outside functions, including social events or business activities, are subject to cancellation without notice if DND has a significant and substantiated requirement for the facility. Notwithstanding, every effort will be made maintain outside bookings once they have been approved and confirmed

Function Coordinator

I have read and understand the section, 'Important Information for the Function Coordinator' noted above.

Signature _____ Date _____

¹ Canadian Forces Administrative Order 27-1

² Ibid

Mess Sponsor use only

Mess Sponsor's
Name _____

Telephone _____

Fax _____

Mailing Address _____

Email _____

I, _____ (Mess Sponsor) will attend the above function in its entirety (including set-up and tear-down). I accept all responsibility for any loss of and/or damages incurred. I also understand that if access to the Mess is required before 1800 (Mon-Thurs) that I must ensure that Mess members have access to their Mess during this time. I will also inspect the Mess following the event (by 08:00 AM on weekdays and by 10:00 AM on weekends and holidays) to ensure that it has been restored to its original state. If it has not been, I will immediately make arrangements to have it restored.

Signature _____

Date _____

Internal Use Only

1. Hospitality Services Manager:

Date available Yes No

Signature _____

2. PMC Bear's Den

signature _____

Date _____

Endorsed
 Declined

3. PMC Raven's Nest

signature _____

Date _____

Endorsed
 Declined

4. ASU(N) CO

signature _____

Date _____

Approved
 Denied

5. Provost Marshal

signature _____

Date _____

Information Only
(Guest List rec'd)