

## **Maxwell/Gunter Special Event Procedures**

To hold a special event on Maxwell AFB or Gunter Annex, a military affiliated member must sponsor the event. In order to be considered a special event, the list must contain a minimum of (6) six individuals. The military member must drop off a list to Pass and Registration (Bldg 518) at least **THREE DUTY** days **before** the event. Someone with a valid Military ID or Civilian ID, who is capable of sponsoring individuals on base, **MUST** come to the Visitor Center (Bldg 518) next to Maxwell Blvd (old Bell Street) Gate so Pass and ID personnel can authenticate the listing, conduct background checks on all of the visitors and all additional paperwork can be completed. The list must contain the following information:

- **List must be TYPED**
- **Alphabetized by Last Name, First, MI and list either their Social Security Number and Date of Birth OR Drivers License State and Number**
  - **Must list all guests 16 years of age and older.**
    - NOTE: If the guests are under 16 years of age, put CHILD next the name and then you must put the name of all the adults who will escorting the children on the list**
- **Date, time, location of event**
- **Name, unit, and phone number of military affiliated member sponsoring the event . NOTE: This person will be contacted before, during and after the event for any issues that occur.**
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**MUST READ!!! The list will not be accepted if all above requirements have not been met. Pass and Registration will inform you of any discrepancies.**

Please provide the guests with the following guidance before the event:

- **All vehicles will enter through the Maxwell Blvd (old Bell Street) Gate (Maxwell) and Dickinson Drive Gate (Gunter)**
- **All guests will have a valid picture form of identification. State or Federal issued.**
- **The driver of each vehicle must possess a current driver's license, vehicle registration and current proof of insurance in order to receive a base pass**
- **Rental contract if operating a rental vehicle**

The military sponsor of the event is responsible for the guests while they are on the installation. If you have any questions, contact Pass and Registration at 953-4283.

FROM: 42nd Security Forces Squadron

TO: Sponsor of Visitors to Maxwell/Gunter AFB

SUBJECT: Sponsorship Responsibilities

1. To assist you in making your planned event on Maxwell/Gunter Air Force Base a success, the sponsor of an event must hand carry a typed list of visitors, called an Entry Access List (EAL), to the 42nd Security Forces Squadron Pass and Registration section at least three duty days prior to the event. The individual providing the list to Pass and Reg. must have sponsorship privileges for Maxwell/Gunter AFB. The EAL must be typed and contain the following information:

- a. Alphabetized names. Last and then first name of every visitor
- b. Time (start/end), date (start/end), and location of event
- c. Phone number, organization, and rank for the point of contact (sponsor)
- d. Signature and acknowledgements of this letter
- e. Indicate "child" next to any person under 16 yrs of age
- f. Date of birth and SSN or Driver's License number and state issued
- g. EAL must contain (6) six or more individuals

\*If an EAL is not received three duty days prior to the event, the sponsor is required to meet their guests at the gate to verify each visitor individually. \

All persons accessing Maxwell/Gunter are required to submit to a background check. Access can and will be denied for unfavorable information.

Changes to the provided list can be made up to the planned event. Pass and Registration's contact number is: 334-953-4283.

Acknowledgements (to be initialed by sponsor when EAL is delivered)

\_\_\_\_\_ I will ensure all guests on the entry authority list are U.S. citizens

\_\_\_\_\_ I will ensure guests provide the gate guard with a valid photo ID, current registration, current insurance, the name of the event, and name of the sponsor. *Entry will NOT be granted without a valid photo ID.*

\_\_\_\_\_ I will ensure guests proceed directly to and from the event. *Guests observed in areas outside the direct route to and from the event will be escorted off base immediately and sponsor may lose sponsorship privileges. Random base tours are not authorized.*

\_\_\_\_\_ I will ensure guests are under a sponsor's control at all times while on the installation. I take full responsibility for the actions of my guests while on Maxwell/Gunter.

\_\_\_\_\_ The scheduled event may be cancelled at a moments notice due to unforeseen circumstances or an increase in Force Protection Conditions.

\_\_\_\_\_  
Name, Rank, Duty Phone

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Pass and Registration Clerk

\_\_\_\_\_  
Date