

CHAPTER 2

PLANNING CONSIDERATIONS

2-1 ARMY RECREATION PROGRAM

a. **GENERAL.** The mission of the Army Recreation Services is to increase the effectiveness of the Army by maintaining morale and physical and mental fitness by promoting maximum participation in planned and diversified activities. The Army Recreation Center program is one of seven core programs; the others are Arts and Crafts; Dependent Youth Activities; Library; Music and Theater; Outdoor Recreation; and Sports and Athletic Training. The Recreation Center program is intended to encourage the individual to try new activities that would stimulate creative thinking, motivate involvement in social functions, and enhance social skills in a relaxed and pleasant atmosphere by providing a wide range of recreation information and social services.

b. **OBJECTIVES.** The policy governing Army Recreation Services (AR 28-1) requires that the program adhere to several objectives; these standards have direct bearing on the planning and design of all Recreation Services facilities.

(1) *Diversity.* Programs must be varied to provide a freedom of choice and meet a wide range of ages, abilities, and preferences.

Design Implication: The Army Recreation Center should be designed to allow maximum freedom of movement and to support the many activities that occur simultaneously; there should be a diversity of spatial arrangements in which the activities can occur.

(2) *Relevance.* Programs must be contemporary, relevant, innovative, and tailored to incorporate new trends and interests.

Design Implication: The design must be adaptable to changing social values without extensive remodeling. The physical appearance must be contemporary and appealing.

(3) *Change of Pace.* Programs must provide a change of pace from duty environment.

Design Implication: The design must create a non-military atmosphere. The plan should allow maximum freedom for the user to behave with minimum restrictions.

(4) *Maximum Participation.* Local programs must provide and emphasize instruction in activities to stimulate maximum participation.

Design Implication: A successful design should reflect attitudes, interests and needs of the local military community. The responsibility for determining these needs rests locally, with the Recreation Center's staff and patrons.

(5) *Expanded Leisure Opportunities.* Participants must be introduced to new or unfamiliar activities as a means of broadening interests, skills, and knowledge in constructive pursuits.

Design Implication: The interior of the facilities should be open to encourage casual observation of activities in progress so that interest is sparked and participation is encouraged.

c. **PROGRAM COMPONENTS.** The Program of Army Recreation Centers is divided into four major components: Regular, Leisure Services and Resources, Special Interest, and Mobile Recreation Units. In addition to standard programming, there could be non-recreational events such as military organization observances, conferences, bloodmobiles, commander's calls, etc. Main Recreation Centers house all four components, while Branch Centers house only Regular and Special Interest components.

(1) *Regular Component.* This component consists of standard recreational activities such as dances, discussions, tournaments, films, shows, festivals; and self-generated activities such as games, cards, record and tape listening, and TV viewing.

(2) *Leisure Services and Resources Component.* There are two parts to this component

which occur at Main Centers only:

(a) information/Tour/Travel (ITT) is the centralized information office for on- and off-post leisure activities and recreational resources such as group tours, travel planning, and distribution of tickets for recreational activities.

(b) Consultant Services provide comprehensive social and supplemental consultant services and maintain liaison with appropriate military and civilian agencies for unit parties, military celebrations and anniversary observances, leisure counseling and referral, etc.

(3) *Special Interest Component.* This component provides special recreational activities that are of specific interest to the military community and special populations such as dependent wives' activities, discussion groups, classes, special events, and special interest clubs. These activities may continue over a long period of time and appeal to soldiers, their families, and other community members.

(4) *Mobile Component.* This component is a delivery system which takes Army Recreation Center Programs to personnel in remote areas such as units on field maneuvers, isolated work or housing areas without recreational facilities, and off-post sites. Recmobiles and vehicles which house the mobile program are administratively and logistically supported only from Main Recreation Centers.

While certain activities are standard features of one of the previously mentioned components (for instance, a dance is a Regular component and chess club would be a Special Interest component), the Recreation Center Program is flexible in that one component may become involved with another (for example, the chess club may sponsor a chess night and social which would be part of the Regular component). The design implication of this is the requirement that the Center be planned to house a group of interrelated components which have a wide range of activities rather than a group of independent and separate components. To more fully understand these interrelationships, each of the components can be described along five dimensions which describe the purpose of the activities,

d. **PROGRAM DIMENSIONS.** One objective of the Recreation Center Program is to create opportunities for expanded individual and community social awareness and growth. This Program must respond to the military community's recreational needs by planning, executing, and evaluating activities that involve the patrons in the following dimensions:

(1) *Social*, by encouraging interpersonal relations and interaction;

(2) *Cultural*, by developing an awareness and appreciation of different heritages and civilizations;

(3) *Educational*, by providing instruction in new skills and abilities and developing known skills;

(4) *Amusive*, by providing enjoyment and relaxation; and

(5) *Service*, by providing service to individuals, the community, special populations, etc.

The matrices in Tables 2-1 and 2 demonstrate how a chess tournament and a theme program, "2001 . . . Days of Future Passed," can involve the Center's patrons in each of the components and along each of these dimensions.

Another objective of the Recreation Center Program is to respond immediately to the community's needs by initiating activities as soon as an interest is expressed; as soon as the interest diminishes, that specific activity is dropped. To meet this need, the Program is characterized by a great deal of spontaneity within the framework of the components and dimensions.

In order to support the large degree of flexibility required in the social programming of the Center's activities, the design should incorporate a wide range of spatial configurations in which a variety of activities can occur. These spaces should be planned and designed according to the needs of the Program components in relation to the full range of Program dimensions rather than establishing separate spaces for each component related to a single dimension.

To be successful, the design of these spaces must specifically support the range of activities that will take place within it; incompatible

Table 2-1. Activity Matrix for Game Example.

		DIMENSIONS				
		SOCIAL	CULTURAL	EDUCATIONAL	AMUSIVE	SERVICE
COMPONENTS	REGULAR	tournament awards ceremony	display hand-made chess sets	speaker: benefits of nat'l/internat'l competition	exhibition for on-looking patrons	
	SPECIAL INTEREST	chess club meetings	Russian influence on game strategy	classes to improve skills	playing chess	teaching hospital patients how to play
	LEISURE SVCS ITT	tour arrangements for local tournaments	tour museums/exhibits of chess sets	tour & lecture on chess strategy		tour state deaf & blind schl/teach children how to play
	CONSULTANT SERVICES	catering arrangements for awards banquet		arrange for club members to teach wives how to play	provide round robin exhibitions to NCO clubs	arrange intra-unit chess tournament
	MOBILE	conduct mini chess tournaments			game & tournament participation	teach basic skills to inner-city residents

Table 2-2. Activity Matrix for Theme Program Example.

		DIMENSIONS				
		SOCIAL	CULTURAL	EDUCATIONAL	AMUSIVE	SERVICE
COMPONENTS	REGULAR	dance w/ futuristic theme	program area decor reflecting advancing technology	film and discussion group: "Future Shock"	electronic games of future	invite participation by USO and local colleges
	SPECIAL INTEREST	science fiction club	sewing club exploring future fashion trends	space travel exhibits		multi-media presentations to local colleges
	LEISURE SVC ITT		tour planetarium & museum	disseminate information to community	tour participation	arrange transportation for guests
	CONSULTANT SERVICES	arrange refreshments during program	arrange space-age exhibitions			arrange refreshments for mobile units' programs
	MOBILE		mini-fashion show by sewing club	film/discussion group: "Future Shock"		use mobile unit to advertise programs community-wide

activities should be housed in separate spaces.

e. **ACTIVITIES.** The activities that take place within Recreation Centers can be classified as belonging to one of five major categories: administrative, large group, small group, refreshment, and transition. These activity classifications can be described in terms of function, number of participants, and frequency and duration of occurrence. Since changes in the using population will affect a Center's recreation programs, each Center should be flexibly planned so that different activities may be included if the local programs change.

(1) *Administrative Activities.* These activities consist primarily of control (the distribution of equipment, dissemination of information, and security); administration (paper work, consultation, and planning); ITT, (consultation, travel arrangements, paper work, and distribution of tickets); and in large Recreation Centers, special interest (planning, consultation, and paper work). Administrative activities occur daily during the total period of operation and involve 2-5 people, usually only the staff, either full-time, part-time, or volunteers.

(2) *Large Group Activities.* These recreational activities may include informal presentations, dances, films, important TV events, bingo, exhibitions, etc. These are planned events with organized control with a group size varying from 200 to 500 people. There may be as few as one event per week or as many as one or two per night. Large group activities of a non-recreational nature may include blood-mobiles, briefings, seminars, commander's calls, and the like. These activities usually occur during the duty day.

(3) *Small Group Activities.* These may be spontaneously generated activities such as TV viewing, record and tape listening, games, reading, writing, and conversing, as well as activities planned and executed by staff members, such as discussion groups, classes, etc. Group sizes can vary considerably from 1 to 4 for reading and record listening; up to 30 for card and game playing, hobbies, combo practice, meetings and small group programs; and up to 50 for special interest programs, TV

viewing, billiards, and pingpong. All these activities may occur daily with varying group sizes. Small group activities of a non-recreational nature may include meetings, small classes, discussion groups, etc. and usually occur during the duty day.

(4) *Refreshment Activities.* These activities occur in all Centers but their nature varies according to size and location of the facility. These activities are normally under the control of Army and Air Force Exchange Services (AAFES). In smaller Centers, these Exchange activities consist only of vending services; in larger Centers, food is prepared and served as well as consumed. Other refreshment activities provided by Recreation Center staff occur during dances, festivals, and unit parties. Also, refreshments may be served during meetings and special interest programs.

(5) *Transition Activities.* These involve entering, circulating through, and leaving the Center. Although these activities are individually generated and occur spontaneously, they are extremely important in planning and designing the Center to achieve its maximum effectiveness. To increase patrons' participation in and awareness of the Center's many activities, the patron should be able to observe, interact with participants, and become interested and involved in these activities while moving through the Center. The transitional activities serve to integrate the other activities with circulation into a unified program.

f. **HOURS OF OPERATION.** Hours of operation are normally when the majority of troops are off-duty, such as week nights, weekends, and holidays. This, however, will vary according to the unit's mission. The Centers may be open at other times for participation by non-military users and at posts where there is considerable night duty, if scheduling of the staff and resources permit.

g. **USERS.** The Recreation Center serves both enlisted personnel and other members of the military community including their families, DA civilian employees and retired military personnel. However, priority consideration is to be given to enlisted personnel and their bona fide guests.

h. STAFF. Typical requirements for civilian staff may vary from Center to Center. The Center's staff is usually minimal in terms of the size of the Center and the number of participants. It is therefore necessary to locate the administrative area centrally to provide the necessary control of the Center and to have maximum contact with the users. Additional staff, either volunteers, part-time employees, or military personnel may be used to direct various programs.

Table 2-3. Civilian Staff Requirements.

Personnel	12,700 SF Center	19,800 SF Center	27,800 SF Center
Center Director	x	x	x
Program Director	x	x	x
ITT Director		x	x
Special Interest Director		x	x
NCOIC	x		x

2-2 PLANNING THE ARMY RECREATION CENTER

a. GENERAL. Before a Recreation Center can be planned, the Center's personnel and patrons must analyze their needs. From this analysis a suitable environment can be determined which is supportive of both the Center's programs and the users' activities. This planning analysis must be accomplished at a local level. The aspects of the analysis which are pertinent to the space planning and design of the Recreation Center should be recorded in the Functional Description of Project Development Brochure, Part 1 (TM 5-800-3) as detailed in 2-2c.

b. PLANNING FACTORS.

(1) *Typical Gross Areas.* This guide presents typical spatial requirements to meet Department of Defense space allowances as outlined in DOD 4270.1-M, Construction Criteria Manual.

Table 2-4. Authorized Space Criteria Related to Enlisted Strength.

Total Enlisted Strength	Gross Square Footage
501-2000	12,700 SF
2001-4000	19,800 SF
4001-5000	27,800 SF
5001+	Provide additional Branch Centers

These allowances represent gross areas (net plus 25%) which include space for functional requirements, structure, circulation and building service facilities. They do *not* include mechanical equipment space for heating and air conditioning.

(2) *Local Conditions.* Factors such as tenure of the installation, military population to be served, accessibility and capabilities of nearby communities to provide recreation, climatic conditions that affect recreational activities, and the impact on the morale of the troops must all be considered.

The using population and nearby recreation resources in surrounding civilian communities must also be analyzed; these are "local" conditions which affect planning.

(a) Significant differences in recreational planning are generated by the range of unit missions. An example of this is the distinction between trainees and permanent party personnel. The two groups demonstrate wide differences in age, maturity and commitment which affect their use of the Recreation Center. The trainee, away from home for the first time, has a tendency to be undisciplined in leisure, has few responsibilities beyond the requirements of basic training, and is comparatively restricted to the installation. In addition, training schedules often tend to restrict the use of Recreation Centers to weekends. Permanent party people, on the other hand, have their own transportation and more free time, and therefore tend to leave the base on weekends (especially if it is located near an urban center or tourist facilities), using the Recreation Center primarily during the week.

(b) The Recreation Center serves all members of the military community; various population groups will have different leisure needs. Depending on the population profile of the installation, the Center may be totally oriented toward the single person or strongly family oriented to include programs for dependent and retired personnel; all must accommodate a diversity of activities that appeal to various groups of people.

(c) The presence or lack of recreational activities in nearby civilian communities affects the planning of Army Recreation Centers. In the former instance, it may either draw people away from the Center or increase participation in special interest activities, such as skiing; in the latter instance it will increase the soldier's dependence on the Center to provide leisure programs.

(d) The geographic location of an installation will affect the nature of the programs offered, especially if it is located near a large urban area; this tends to orient a Center toward week night activities.

(3) *Local Programs.* Another factor that should be considered in planning the Recreation Center is the type and variety of programs that occur there, as well as the number of participants in these activities. If a Center holds a few large group activities, it may be advisable to plan the Center with a group of multipurpose spaces that can be opened into a larger space when required. The popularity of a particular activity may require that its space be enlarged. Therefore, the planning should evolve around the recreation program of that particular installation. However, this does not mean that new programs should not be considered or that the recreation program will remain the same and not change.

(4) *Flexibility.* Each facility should be planned to allow considerable flexibility in meeting the changing leisure needs of the soldiers. Needs change as tastes and preferences change (e.g., dancing style); as new programs are made available (ITT); and as technological advances are made (e.g., electronic games, rear projection TV). Although not all changes can be predicted, a successful facility should be

responsive to innovation and supportive of the on-going activities rather than feature statically predetermined spaces and featureless non-determined multipurpose space.

c. DETERMINING FUNCTIONAL REQUIREMENTS

(1) *General.* In accordance with AR 415-20, the local using service is responsible for completing the Project Development Brochure Part 1 (PDB-I). In order that the local needs are communicated to the designers, the planners should develop an outline for inclusion in PDB which addresses the five factors listed below; the purpose of this is to modify or supplement the design guidance herein rather than duplicating it.

(a) *General orientation of the local program* which is a description of what is to be accomplished by the local recreation program. This orientation should be in the form of problem statements or issues which are believed to have significant impact on the design of the facility.

(b) *Description of recreation programs and services* that are offered at the Center and potential future programs.

(c) *Description of activities* that will take place in the Center including how many people are involved (minimum number, average number, maximum number); how often the activities occur; how long they last; what equipment and furniture are required; where the activities normally occur; what special features are required to support the activities. All of this description should be related to specific issues defined in the general orientation.

(d) *Description of the relationships between activities*, such as which activities can happen in the same space; which activities interfere with others and should be separated; what the requirements for visual control are.

(e) *Establishment of priorities* should be developed at this point, since it is likely that the proposed recreation program cannot be achieved within the economic and construction parameters of the project; the using agency should develop priorities for each activity that

is to be housed, based on the necessity of inclusion.

(2) *Individual Space Criteria Review.* After the activities have been systematically described, the individual space criteria (Chapter 4) should be consulted to determine the project's size and design considerations. If local program needs are not met by these standards, they can be modified to tailor the program to meet local needs,

(a) If changes in sizes of spaces are required, new sizes can be determined from the unit space allocations that are noted under each area.

(b) Changes in equipment can be noted as to the new equipment required.

(c) Changes in design considerations can be developed by a diagrammatic or verbal description.

(3) *Spatial Organization Review.* Spatial organization requirements are described in Chapter 5. The using agency should review the matrix in this chapter to determine adjacency or spatial affinity requirements. If local conditions differ, these should be noted. Next the using agency should review the diagrams in Chapter 5 and the schematic spatial arrangement diagrams in Chapter 6 to determine which pattern meets their needs most closely. From this, a spatial arrangement diagram can be developed or identified specifically in response to local conditions.

(4) *Project Development Brochure.* To fill out the functional requirements part of PDB-1, the using agency should use the items delineated under paragraph 2-2c(1) as the "Functional Description of the Facility." Technical information required to complete the "Functional Criteria" part can be found in the appropriate chapters of this guide. The spatial arrangement diagram would suffice as the required floor plan to demonstrate functional flow. Assistance, if required, may be obtained through the District Engineers Offices.

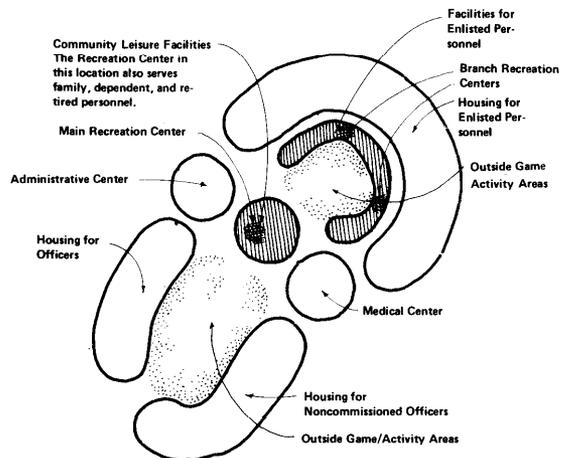
2-3 SELECTING THE SITE

a. LOCATION.

(1) *General.* Since there are significant

functional differences between Main Recreation Centers and Branch Centers, site selection criteria differ accordingly. However, the primary requirement for each Center is the proximity to the users.

(2) *Main Recreation Centers.* Because the Main Recreation Centers serve the married personnel and their dependents, DA employees, and retired personnel, as well as single enlisted personnel, the primary consideration for siting Main Recreation Centers is proximity to other leisure activities which can attract participants, lend specialized support, and help develop a complex of facilities for the military community. These leisure facilities, including the post exchange, motion picture theater, GED Center, and other recreational facilities, should be grouped together in an area equally accessible to everyone on the installation and be on a main thoroughfare.



Diagrammatic land use plan showing housing for officers, N. C. O.'s, and enlisted personnel in relation to supporting facilities and the installation core consisting of the Administrative Center, the Medical Center, and Community Leisure Facilities, which include the Main Post Recreation Center.

Figure 2-1 Diagrammatic Installation Land Use

(3) **Branch Recreation Centers.** Branch Centers are specifically oriented toward single enlisted personnel. Therefore, these Centers should be integrated with troop housing. Depending on the physical layout of the installation, it may be more desirable to have two small Branch Centers rather than one large Main Center. Since Recreation Services activities are not incorporated in the brigade bachelor housing complexes and it is reasonable to expect to be able to walk to these facilities, they should be grouped together with other leisure and unit activities, enabling a person to do several things on a single trip. Grouping these activities together also allows them to be mutually supportive. The relationship between the Recreation Center and enlisted personnel is best when one Branch Recreation Center, sited with other Recreation Services activities, serves a two brigade area. This allows people their choice of relaxing with people from their own unit or from another.

(4) **Circulation Systems.** The sites for both Main and Branch Centers should be visually prominent from the vehicular and pedestrian movement system.

b. **UTILITY REQUIREMENTS.** To be adequate, the site must have utility capacity equivalent to those listed in Table 2-5. There will be variations in requirements because of climatic factors and the final design of the building.

Table 2-5. Required Site Utility Examples.

Utilities	12,700 SF Center	19,800 SF Center	27,800 SF Center
Electric (kw)*	163	259	380
Water (gal/day)	2,500	3,960	5,560
Sewage (gal/day)	1,875	3,000	4,125
Heating (central) plant MBTU (0°F DB outside temp. (design condition))	700	1,070	1,500
*If there is no air conditioning, deduct (kw) 95° F DB and 78° F WB outside temp. (design condition)	75	120	160

c. **SIZE AND SHAPE OF SITE.** The shape of the site should be compact to assure an efficient, economic and attractive building layout and should be in one piece, undivided by through-traffic lanes. The topography of the site should provide good natural drainage and require minimum cost to develop.

Table 2-6. Site Acreage Requirements.

Minimum Size of Site:	12,700 SF Centers	19,800 SF Centers	27,800 SF Centers
	2.0 acres	2.75 acres	3.25 acres

d. **MASTER PLANNING.** Site selection shall be in accordance with the approved installation Master Plan. The arrangement of facilities on the site should be integrated with other buildings and site conditions. Existing traffic patterns and capacities should be investigated so that the new facility can be located without causing undue congestion.

e. **SITE IMPROVEMENTS.** After the site has been selected, an analysis of improvements required to make the site usable for a Recreation Center must be made so that cost estimates may be developed. To assist the using agency in developing requirements and cost estimates, the local Facilities Engineer Office should be contacted to provide professional assistance. The analysis must include all site work and encompass the following:

- Extension of all utilities, electric, water, gas, sewers, to the building.
- Construction of sidewalks, curbs, and gutters.
- Landscape improvements including clearing, grading, and planting.
- Construction of outdoor terraces, parking areas, walks, and paving.

The analysis should be documented in the Project Development Brochure and the costs should be the basis for costs shown on the Military Construction Project Data Form (DD Form 1391). To insure that adequate funds are appropriated, this analysis must consider all aspects of site improvements, especially landscaping and construction, so that an attractive and usable Center is designed.