



**DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**

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**DVEM Policy and Procedure Statement 24-13**

November 18, 2024

**TO:** All Defense, Veterans and Emergency Management Employees

**FROM:** Brigadier General Diane L. Dunn, Commissioner and Adjutant General

**SUBJECT:** Armory Rentals

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1. This memorandum of policy is effective immediately and remains in effect until renewed or revoked.

2. The Maine Army National Guard recognizes the importance of fostering strong ties with the local community and acknowledges the value of public and private use of its armories. This policy aims to outline guidelines and procedures for accommodating such use to the maximum extent possible while ensuring the continued operational effectiveness and maintenance of state-owned facilities.

3. **AUTHORITY**

a. Title 37B: Defense, Veterans, and Emergency Management, Chapter 3: Military Bureau

(1) 37-B §152. Armory Rental Fund; authority to rent armories, readiness centers and other real property.

- Fund established. The Armory Rental Fund is established in the Military Bureau as a nonlapsing fund to assist in defraying the operation and maintenance expenses of the Military Bureau's state-owned facilities. Funds in the Armory Rental Fund are in addition to appropriations for these purposes made to the Military Fund.

- Rental proceeds. Except as provided in section 353-A, rental proceeds from the rental of armories, readiness centers and other real property under this section must be paid into the State Treasury and credited to the Armory Rental Fund to be used for operation and maintenance expenses at the various state-owned facilities of the Military Bureau and for pay and allowances for members called to active state service under

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section 181-A, subsection 5. Rental proceeds credited to the Armory Rental Fund are in addition to the appropriations made for operation and maintenance expenses included for that purpose in the Military Fund.

- Waiver of rental fees. The Adjutant General or the Adjutant General's designee may waive rental fees under this section for certain youth and charitable organizations under 32 United States Code, Section 508 or as otherwise designated by the Adjutant General.

(2) §153. Authority to rent armories, readiness centers and other real property.

- The Military Bureau may rent armories, readiness centers and other real property for activities that do not conflict with the military training mission.

#### 4. PURPOSE

The purpose of this policy is to outline the guidelines, procedures, duties, and responsibilities governing the operation and administration of all Armory Rental and Leasing Functions within the Department of Defense, Veterans, and Emergency Management. This policy aims to ensure efficient and transparent processes for the rental and leasing of armory facilities while upholding the mission and values of the department.

#### 5. SCOPE

This policy applies to all armory facilities owned or operated by the Department of Defense, Veterans, and Emergency Management within the state of Maine. It encompasses the rental and leasing of these facilities to both public and private entities for various purposes, including community events, meetings, training sessions, ceremonies, and private functions.

#### 6. CONSTRUCTION FACILITIES MANAGEMENT OFFICER (CFMO)

The CFMO acts as the primary advocate and authority for the statewide administration of the Maine National Guard Armory Rental Program. They play a pivotal role in facilitating the rental of armory facilities, ensuring that they are utilized efficiently, effectively, and in accordance with established policies and procedures.

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## 7. RENTAL PROCEDURES

a. The Armory Rental Manager will make all decisions concerning requests to use/rent state-owned armories. Inquiries regarding renting a state-owned armory must be forwarded to the Armory Rental Manager, located at Directorate of Facility Engineering, Camp Keyes, Augusta.

b. The Armory Rental Manager will seek guidance from the Adjutant General, Construction Facilities Management Officer (CFMO), or Armory Facility Manager when a rental requires special consideration.

c. Each Armory Facility Manager or designated rental point of contact will support the Armory Rental Manager in managing rental programs at their respective facilities by:

- Encouraging rentals at their facility.
- Ensuring that the rental will not interfere with military operations.
- Ensuring all functions held at their facility adhere to this policy.

d. Only state or federal entities are eligible to rent federally owned facilities. State or federal organizations seeking to use federally owned buildings or facilities (e.g., Regional Training Institute, Armed Forces Reserve Center, and Training Sites) must submit a Military Support (POMSO) request at <https://www.me.ng.mil/doms/>. For specific details, contact the Armory Rental Manager.

e. Detailed information regarding fees, insurance requirements, and necessary forms can be accessed on the Maine Armory Rentals website at <https://www.me.ng.mil/For-the-Community/Armory-Rental/>.

## 8. RENTAL FEES

a. The Armory Rental Manager is responsible for determining rental fees. This ensures consistency and accountability in setting rental rates for armory facilities.

b. All individuals or organizations interested in renting armory facilities are subject to a rental fee. In certain circumstances, such as non-profit events or community programs, the rental fee may be waived. Requests for fee waivers must be submitted to the Adjutant General for approval.

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c. The Armory Rental Manager, or designated Unit Representative, must approve the utilization of Armory furnishings, such as tables and chairs. Fees may apply. This ensures that the proper management and maintenance of armory furnishings is maintained and allows for appropriate fees to be applied for their use.

d. The Armory Rental Manager, or designated Unit Representative, must approve kitchen use by the Renter. This requirement ensures that kitchen facilities are used safely and responsibly during rental events, with proper oversight and authorization.

e. All renters must show evidence of \$1,000,000 Liability Insurance. This helps to mitigate potential risks and liabilities associated with rental events held at the armory facilities, ensuring protection for both the renter and the facility.

f. Liquor may only be served by a licensed and insured caterer. Bring Your Own Beverage (BYOB) arrangements are not permitted. This ensures compliance with legal requirements and promotes responsible alcohol service during events held at armory facilities.

g. All renters are subject to custodial and security fees. This ensures that costs associated with maintaining cleanliness and security of the armory facilities during rental events are appropriately covered.

h. The Armory Rental Manager is responsible for invoicing and collecting all rental income. Any funds received by the unit for rental purposes must be forwarded to the Armory Rental Manager for proper distribution to fiscal accounting. This ensures centralized management of rental income, streamlining financial processes and maintaining accountability.

## 9. STATE AGENCY OR FEDERAL GOVERNMENT USE

Requested use of armory facilities by state or federal agencies will necessitate the payment of a fee for use. However, the Armory Rental Manager retains the authority to determine a reduced fee rate for such entities. This approach ensures that state and federal agencies have equitable access to armory facilities while acknowledging their contributions and importance within the community.

## 10. UNIT REPRESENTATION DURING RENTALS

a. Rental Hours and Armory Representatives: Unless otherwise advised by the Armory Rental Manager or Armory Facility Manager, rentals taking place during normal business hours (Monday through Friday) may not necessitate the hiring of an Armory

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Representative (Security). This discretion allows for flexibility in determining security needs based on the specific circumstances of each rental.

b. Full-Time Unit Support (FTUS): Units have the option to provide Full-Time Unit Support (FTUS) for rentals, subject to approval by the Armory Facility Manager. This provision enables units to utilize internal resources for support during rental activities, contributing to operational efficiency and cost-effectiveness.

c. Unit Representation and Weekend Rentals: For weekend rentals, unit representation is mandatory. The Armory Rental Manager will oversee the management of Unit Representatives during these rental periods. In instances where FTUS personnel are unavailable, the Armory Rental Office has the authority to hire Maine Army National Guard members and compensate them through State Active-Duty Orders. Recommendations for Unit Representatives will be sourced from Armory Facility Managers at each respective armory, ensuring appropriate representation and coordination.

## 11.FORCE PROTECTION

a. Force Protection Measures: Force protection conditions are paramount for ensuring the safety and security of the armory facility. These conditions may necessitate adjustments to armory access and use. As such, the military reserves the right to suspend or cancel a rental agreement at any time, with or without prior notice, in response to force protection requirements.

b. Security Measures: To uphold force protection requirements, all individuals entering the armory facility may be subject to searches. Additionally, identification requirements will be enforced, and restrictions on bags and containers brought into the armory may be imposed. These measures are essential for mitigating potential security risks and maintaining a secure environment within the facility.

c. Supplementary Security Provision: In certain circumstances, force protection conditions may mandate that the user procure their own security force. Any such security force must be approved by the Armory Representative or Armory Rental Manager. This supplementary security measure ensures an additional layer of protection and helps to uphold the integrity of the armory facility.

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## 12. POINT OF CONTACT

The point of contact for this policy is Mr. Daniel Nadeau, Armory Rental Manager, at (207) 430-2105 or via email at [daniel.p.nadeau2.nfg@army.mil](mailto:daniel.p.nadeau2.nfg@army.mil).

A handwritten signature in black ink, reading "Diane L. Dunn". The signature is written in a cursive, flowing style.

Brigadier General Diane L. Dunn  
Commissioner and Adjutant General