

# Community Activities Center & Base Theater

## User Terms & Conditions

**Community Activity Center use is subject to compliance with the following conditions:**

1. MAY ONLY BE USED FOR OFFICIAL AND BASE COMMUNITY FUNCTIONS (Alcon/Moles). It is the POCs responsibility to renew bookings at the end of the agreed booking period. Each booking made by the POC will need a new CAC booking form. Due to official Military business, changes may be made to your booking.
2. It is the POC's responsibility to clean the facility and return it to its previous arrangement per the following:
  - a. Food and drinks are permitted (NO ALCOHOL), but spillage must be cleaned up. Trash bags, cleaning supplies and a vacuum are located within the Ballroom storage cupboard.
  - b. Materials brought in to support the function are to be removed.
  - c. All trash to be placed in dumpster (walled area between facility and Chapel car park). Restrooms and function room to be left in clean condition - if left untidy and unclean a \$50 charge will be given to the POC.
  - d. Prior to vacating building, all electrical items are to be turned off and unplugged. Lights to be turned off. Furniture to be moved back to how it was found.
3. Food preparation facilities are not available in the Community Activity Center.
  - a. Food and drink can be consumed in B685 provided it is brought in by the POC or individuals.
  - b. Profit-making service are NOT PERMITTED inside or outside of the facility unless the appropriate private organization documents have been completed. If fundraising or selling go direct to 423FSS Private Organization Monitor, Bldg 671 Rm F20.
4. Smoking, vaping, and tobacco use is ONLY permitted in designated base tobacco areas. The tobacco use area nearest to B685 is the outside area at rear of Bowling Center.
5. The audio visual equipment is for official use only. POCs must not access the equipment unless given the rights to do so by the Facility Manager.
6. Children must remain in the public areas and be supervised at all times.
7. A facility key is available in the key lock box mounted on the internal wall to the left of the outer door. POCs will be issued with a key lock box combination upon receipt of this form. POCs will be informed of new combinations if theirs is a regular booking.
8. The Daily Grind will close at 1600 hrs Monday-Friday (US Federal holidays and Family Days differ). If your event starts before closure then participants will be able to access the facility in the normal manner. However, POCs must then ensure that they access the key lock box at the end of the event and secure the building by locking the internal front door ensuring nobody unauthorized is left in the building, then return the key to the lock box and spin the dials. **DO NOT LOCK THE EXTERNAL FRONT DOOR.**
9. 423 FSS reserves the right to cancel reservations in the event of 501 CSW, 423 ABG or 423 FSS sponsored events taking priority.

**FAILURE TO ADHERE TO THE TERMS OF THIS AGREEMENT IS LIABLE TO IMPACT FUTURE USE OF THE COMMUNITY ACTIVITY CENTER.**

- First Violation: Usage revoked for six months
- Second Violation: Usage revoked for one year
- Third Violation: Permanent ban

**Theater use is subject to compliance with the following conditions:**

1. MAY ONLY BE USED FOR OFFICIAL AND COMMUNITY FUNCTIONS under the following parameters: Event/functions such as Commander's Calls, meetings, productions (e.g. theatrical plays, entertainment shows, and concerts), and movies shown through the Movie Theater Program (AAFES) sponsored by Top 3.
2. It is the POC's responsibility to clean the facility and return it to its previous arrangement per the following:
  - a. Food and drinks (EXCEPT ALCOHOL) permitted, but spillage must be cleaned up. (Note: cleaning supplies and trash bags are the responsibility of the POC). If left unclean and untidy a \$50 fine will be given to the POC.
  - b. Materials brought in to support the function to be removed before keys returned.
  - c. All trash to be placed in bins provided and bins emptied. Carpeted aisles and seating area to be swept/vacuumed and trash removed (dumpsters located nearby behind Community Center and across from Chapel parking lot). Restrooms to be left in clean condition.
  - d. Stage curtains/screen to be returned to original set up.
  - e. Prior to vacating building, all windows and doors to be secured and all electrical items (including projector) to be turned off and unplugged. Lights to be turned off.
3. Preparation of food and drink in B595 is PROHIBITED.
  - a. Food and drink can be consumed in B595 provided it is brought in by the POC or individuals.
  - b. POC NOT to permit sales, fundraising, or currency exchange, inside or outside of the facility during Top 3 sponsored Movie Theater Program (AAFES movies), unless completed documentation through the private organization process.
4. Smoking, vaping, and tobacco use is ONLY permitted in designated base tobacco areas. The tobacco use area nearest to B595 is outside area at rear of Bowling Center.
5. No external audio visual equipment is to be used. Audio visual equipment provided is owned by 423 CS. Contact 423 CS at 268-2666 (Opt #2), to arrange use of audio visual equipment, which must be returned to original state and power turned off after use.
6. The computer provided IS NETWORK CONNECTED, therefore use of USB, external hard drives, and removable devices (with the exception of a remote pointer/clicker) is NOT permitted. (Note: It is NOT the responsibility of 423 FSS to troubleshoot or load presentations).
7. Children must remain in the public areas and be supervised at all times.
8. A signed agreement form must be submitted to 423 FSS when making a reservation. Facility keys are available from the lock box by the front doors. You will be informed of the combination for your event upon receipt of this form. In the event of combination failure spare keys may be signed out from The Daily Grind (B685) during the following duty hours: Mon-Fri 0800-1700 (differing times on US Federal Holidays and Family Days). An inspection of the facility will be completed at key turn-in or by the end of the next working day. If discrepancies are noted, the POC will be responsible for correcting them and will be given a \$50 fine. Failure to correct discrepancies may result in future use requests being rejected (see below).
9. 423 FSS reserves the right to cancel reservations in the event of 501 CSW, 423 ABG or 423 FSS sponsored events taking priority.

**FAILURE TO ADHERE TO THE TERMS OF THIS AGREEMENT IS LIABLE TO IMPACT FUTURE USE OF THE BASE THEATER**

-First Violation: Usage revoked for six months

-Second Violation: Usage revoked for one year

-Third Violation: Permanent ban