

Base Theater

User Terms & Conditions

Base Theater is managed by the Community Center. Use is subject to compliance with the following conditions:

1. The POC is responsible for booking the facility using the SETMORE online system to schedule their events. It is a mandatory requirement to provide POC details, to include name, phone number and email address and a description of the event taking place
2. The Community Center reserves the right to cancel reservations/black out dates in the event of 501CSW, 423ABG, 423FSS mission essential activities that may arise. The POC will be notified should their event need to be cancelled
3. For out of hours use a facility key is available in the key lock box mounted on the external wall next to the main entrance door. It is the POC's responsibility to contact the Community Center to request the key code prior to the event date to gain access to the building. When returning key to lock box spin dials to secure it. Loss of a key will result in a \$20 charge to the POC.
4. The POC is responsible for set up/tear down and cleaning of the facility. Failure to do the following will result in a \$50 cleaning fee to the POC. Any damage to the theater will be invoiced at market value of replacement of equipment or repair of fixtures and fittings:
 - (a) Your own food and beverages are permitted to be brought into the facility, **EXCEPT ALCOHOL**. Only alcohol purchased through the Community Center Manager is authorized to be brought into the facility. POC is required to read through documentation related to alcohol usage. Should you wish to have alcohol at your event contact the Community Center Manager who will be able to assist with procedures for this.
 - (b) Spillages must be cleaned up. It is the POC's responsibility to bring in their own trash bags and take their own trash out of the facility to dispose of. Carpeted aisles and seating areas to be swept/vacuumed. A vacuum is available for use located within the theater.
 - (c) Decorating for the event is permitted, however, no items are authorized to be stuck to the walls, particularly with the use of sellotape. No confetti of any type to be used. Any decorations/materials brought in to the support the function are to be removed on the same day

- (d) Stage curtains/screen to be returned to original set up
- (e) All electrical items are to be turned off and unplugged to include projector if used.
Lights to be turned off prior to leaving building
- 5. No external audio visual equipment is to be used. Audio visual equipment, to include projector system, provided is owned by 423CS. Contact 423CS at 268-2666 (Opt. #2) to arrange permission to use this and must be returned to original state and power turned off after use
- 6. The computer provided is network connected, therefore the use of USB, external hard drives and removable devices are not permitted (Please note: it is not the responsibility of 423FSS to troubleshoot or load presentations
- 7. Movies being played to an audience are required to gain copyright permission through AAFES. Contact the AAFES Manager for details
- 8. Fund raising is **NOT** permitted inside or outside of the facility unless the appropriate Private Organization documents have been completed. These are required to go directly to the 423FSS Private Organization Monitor, Bldg 671, Rm F20. Private Organizations are **NOT** authorized to charge for any gambling type activities, to include lotteries or games of chance, such as Bingo or Bunko. For further guidance on organizing these types of events contact the 423FSS Private Organization Monitor
- 9. For official ticketed events, any funds generated are to be used for the sole purpose of covering costs associated the event. Only Private Organizations are authorized to make a profit and must follow the guidance above
- 10. Should you bring in any entertainment activities i.e DJ's, Magicians, Bands, etc you are solely responsible for damages, loss, injury, conduct and content of the entertainment performing at your event, the 423 Force Support Squadron cannot be held liable
- 11. Smoking, vaping and tobacco use is **ONLY** permitted in designated base tobacco areas
- 12. The POC must ensure nobody unauthorized is left in the building and the Community Center is locked and secure when leaving the premises. This includes any fire doors or windows that may have been opened during the event

**FAILURE TO ADHERE TO THE TERMS AND CONDITIONS OF THIS
AGREEMENT IS LIABLE TO IMPACT FUTURE USE OF ALL COMMUNITY
CENTER FACILITIES**