

Community Center User Terms & Conditions

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 internal wall to the left of 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. If the event starts before closure of the facility participants will be able to access the facility in the normal manner. However, POC's must ensure they have access to the key lock box if their event ends later than the facility's operational hours. 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 Community Center 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 purchasing and procedures
 - (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 areas to be vacuumed. A vacuum is available for use located within the ballroom storage cupboard. Restrooms to be left in a clean condition.

- (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) All furniture/equipment to be placed back to where it was moved from prior to leaving the building
 - (e) All electrical items are to be turned off and unplugged. Lights/fans to be turned off prior to leaving building
5. Food preparation, refrigeration or freezer facilities are not available for use in the Community Center
 6. POCS must not access the audio visual/projector equipment unless given approval by the Facility Manager.
 7. 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
 8. For official ticketed events, any funds generated are to be used for the sole purpose of covering costs associated with the event. Only Private Organizations are authorized to make a profit and must follow the guidance above
 9. 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
 10. Smoking, vaping and tobacco use is ONLY permitted in designated base tobacco areas
 11. 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