

BASE AUDITORIUM, Building 1440
USER AGREEMENT CONTRACT
719-556-4462 opt #1 Confirm Received

USER NAME: _____

ORGANIZATION: _____

DUTY PHONE: _____

DATE REQUESTED: _____ **TIME:** _____

PURPOSE: _____

*For AUDIOVISUAL assistance, please contact the Public Affairs Office at least 10 days prior to your reservation at (719-556-4101).

****Users are responsible for picking up key (1) hour prior to your event. Please return key (1) hour after the event. Key are located at the Sports & Fitness Center, Bldg 560 (Front Desk) between 7am-5pm Monday-Sunday. Please return key promptly; other users may need them.**

User Agrees to the Following:

- **Must appoint a parking attendant whose responsibility is to direct vehicles away from the Chapel parking lot, and any other pre-designated parking area before the start of the event.**

At the conclusion of the event, I agree to complete the following checklist:

- All articles brought into the auditorium will be removed.
- All lights will be turned to the off position (this includes the restrooms).
- All outside doors will be secured/locked.
- All outside lights will be turned to the off position.
- Front door will be locked and checked for the security of the building.
- **All furniture will be moved back to its original location.**
- **Key returned to the Fitness Center, Clear AF1297 (you signed).**

I agree to the above.

Print Name: _____

Date: _____

Signature: _____

***Do not discuss classified information over unsecured telecommunications system. Subject to monitoring.**