

BASE AUDITORIUM, Building 1440 USER

AGREEMENT CONTRACT

Send to: 21FSS.BaseAuditorium@spaceforce.mil

USER NAME: _____

ORGANIZATION: _____

DUTY PHONE: _____

DATE REQUESTED: _____ **TIME:** _____

PURPOSE: _____

*For AUDIOVISUAL assistance, please contact the base Presentations 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. The key is located at the Peterson Hub Community Center bldg 1013 (Front Desk) between 8am-5pm Monday-Friday. 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.
- No outside food or beverage is authorized in the auditorium. Please contact the Peterson Hub to coordinate your food & beverage order at 719-574-4103 or 21FSS_PetersonHub@us.af.mil

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 Peterson Hub
- There will be a \$200.00 fee if trash containers are not emptied and floors are not swept.
- There will be a \$200 fee for any outside food brought into the Auditorium

I agree to the above.

Print Name: _____

Date: _____

Signature: _____

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