

AUDITORIUM RESERVATION POLICIES

The Auditorium is available to the Malmstrom community for official and unofficial functions. Priority will be given to all official functions. All user requests must be approved by the Youth Director.

- **SCHEDULING**

- Event scheduling may be accomplished by visiting the Youth Center
- All scheduled events must be approved by the Youth Director
- All events must have a Point of Contact (POC)
 - All events must identify a POC when scheduling the Auditorium
 - POC information required:
 - Name
 - Office Symbol
 - Office Phone
 - Cell Phone
 - Email address

- **OFFICIAL FUNCTIONS:**

- Official functions e.g. Change of Command, Commander's Call, Retirements, etc.
- Official function will be assessed a usage fee only if NAF labor is required in support of the event.

- **UNOFFICIAL FUNCTIONS:**

- Unofficial functions e.g. birthday parties, off-sites, etc. must be booked NLT 15 days before the event.
- Unofficial functions will be assessed a usage fee to off-set non-appropriated fund personnel expenses in support of the event. Users are responsible for: set-up, tear-down, and cleaning of the facility following the event.
- Usage Fees:
 - \$20 per hour for all events (includes set-up, tear-down, and clean-up)
 - Fee is not pro-rated: i.e. If event is 1.5 hours, user must pay for 2 hours.
- Please Note: Official functions take precedence which may result in a booking being re-scheduled

- **CANCELLATION/REFUND POLICY**

- The event POC must contact the Youth Center 24 hours in advance of the event to coordinate a cancellation.
- Refunds will be issued to the event POC
- Cancellations less than 24 hours in advance will be charged fees based on NAF labor requirements employed to prepare the auditorium for the event in question.

- **OUTSIDE FOOD & CONCESSIONS**

- Outside food and refreshments are prohibited in the auditorium.
- Alcohol is prohibited in the auditorium at all times.
- Event POCs may request concession stand support for the event however; there will be a \$50 minimum guarantee for opening the concession stand.

- **EVENT POLICIES AND EQUIPMENT SUPPORT**

- Event POCs may request audio/visual support for their function when registering with the Youth Center. Audio/visual equipment will be operated by Youth Programs personnel only for unofficial events. Event participants may not have access to or operate any auditorium equipment without written permission from the Youth Director prior to the event.
- Exits and doorways will remain unobstructed at all times during an event.
- The event POC and a Youth Programs representative will perform a walk-through of the auditorium prior to and following an event. Repairs for damage incurred during an event will be assessed to the event POC.
- Event POCs may gain access to the auditorium prior to the event. POCs may check-out an auditorium key at the Youth Center.
- The auditorium is a smoke-free facility.
- Use of candles, special lighting, or other incendiary support must be cleared with installation Fire & Safety prior to an event.
- Users may not put up signs, decorations, posters, etc. on the walls, doors, woodwork, or glass.
- Animals are not allowed in the auditorium with the exception of guide/service animals