

USER AGREEMENT AND GUIDELINES FOR FAMILY HOUSING COMMUNITY CENTER

1. Upon pickup of the keys, customers will sign this usage agreement and provide a \$50/€50 security deposit. Failure to return the keys as specified will result in forfeiture of the \$50/€50 deposit. Failure to return key on the following business day may also result in loss of Community Center privileges.
2. Customers are responsible for providing all equipment, materials and supplies (TVs, projectors, food, cleaning supplies, etc.) required for the event.
3. Customers are responsible for setting up the space before the event and restoring it to its original configuration afterwards.
4. All items supplied in the room (trash cans, tables, chairs, coatsracks, etc.) must remain in the Community Center at all times.
5. Customers shall ensure that Community Center furniture and fixtures are properly handled at all times. In case of damage, you should report it immediately to Housing staff. Damage due to negligence or misuse will require the responsible person to reimburse the government for the cost of repair or replacement.
6. No tape, nails, staples, tacks, etc. may be used on Community Center walls, ceilings, or furniture. Taping or nailing anything on the walls, ceiling and sprinklers is prohibited.
7. Customers are responsible for cleaning the space after use. This includes sweeping and mopping the floors, taking out your trash, wiping down tables and chairs. Failure to leave the FHCC cleaned will result in a \$300 cleaning service fee.
8. You shall ensure all lights and other electrical items are shut off and all doors are closed and secured.

By signing below, I agree to the above guidelines.

Printed name: _____ Date: _____

Signature: _____

Date reservation requested for: _____ Time: From _____ to _____

Name of organization and purpose of use: _____

Work phone: _____ Home phone: _____ Cell: _____

E-mail: _____

RELEASE AND WAIVER OF LIABILITY

Individuals and organizations utilizing the Family Housing Community Center (FHCC):

1. Hereby acknowledge responsibility, to include financial, for any damages incurred during use of the FHCC.
2. Releases from all liability NSA Housing, NSA Naples, and the U.S. Navy for any loss or damage and any claim or demands arising thereof.
3. Assume full responsibility for any and all civil action taken for any acts or omissions that take place at the FHCC during the period of use by the individual or organization.

I have read this release and waiver of liability. I fully understand its terms and have signed it freely and voluntarily.

Should an issue occur during non-business hours such as evening and weekend please contact the Quarter Deck at DSN 626-5547 or COMM 081-568-5547

Signature: _____

Date: _____

Housing Service Center

NSA Naples, Italy

DSN: 629-4930

Commercial: 081-811-4930

Email: naplescommunitycenter@us.navy.mil