



## Bangor's Cinema Plus Theater Usage Agreement **PAGE 1 OF 2**

This form must be completed and e-mailed or faxed back to 396-2485 in order to confirm your reservation.  
A completed copy of this form must be presented to the gym staff to check out the Theater key.

NAME: \_\_\_\_\_

COMMAND: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

DOORS TO OPEN: \_\_\_\_\_

END TIME: \_\_\_\_\_

**ABSOLUTELY NO ITEMS WILL BE ATTACHED  
IN ANY FASHION TO THE MOVIE PROJECTION SCREEN. PLEASE DO NOT  
ADJUST ANY OF THE CURTAINS THEY ARE PRE-SET TO FIT OUR MOVIE  
FORMATS**

**Per CNICISNT 1710.3 NO FOOD OR DRINKS PERMITTED IN THE FACILITY  
EXCEPT FROM FFR/MWR CATERNG**

**CUSTOMER IS RESPONSIBLE FOR ALL CLEANUP OF FACILITY AFTER USAGE.  
DOORS MUST ALL BE LOCKED AND BULIDING SECURED AFTER USAGE. KEY**

**I have read and understand the attached Facility Usage Instructions**

Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Theater Representative: \_\_\_\_\_ Date \_\_\_\_\_

**Usage instructions are attached.  
Keep instructions for operational reference.**

# CINEMA PLUS THEATER

## MICROPHONE AND FACILITY

### USAGE INSTRUCTIONS **PAGE 2 OF 2**

\*It is strongly recommended that first time Theater users conduct a pre-setup at least a day before your training session to ensure that all training equipment and Theater setup is available to meet your training day needs. Pre-arrangements can be made by calling 360.396.5466 between the hours of 0800-1600 Monday – Friday (closed weekends and holidays)\*

1. Present the completed Usage Agreement at the Bangor Gym Gear Issue Desk to pick up the Theater key no more than 45 minutes prior to your reservation time. The key must be returned and signed back in upon completion of your training.
2. The Cinema Plus Theater building itself is available for your usage at no-cost for your official training. It is requested that you treat our equipment and facility with the utmost respect. **ABSOLUTELY NO ITEMS WILL BE ATTACHED IN ANY FASHION TO THE MOVIE PROJECTION SCREEN.** Your assistance is greatly appreciated.
3. The microphone and Sony remote are located in the bottom cabinet. Located on the right side of the theater on the back wall. In the lower cabinet you will also see a power strip. To use the microphone, switch this power strip button into the on position. The volume has been pre-set. The on/off switch for the microphone is located on the microphone itself.
4. The Theater is now connected to Go-Wi-Fi for your usage. A password is not required, when logged scroll down to the second log in screen and click on the accept button and submit.
5. **Batteries for microphone are NOT provided and customers are responsible to ensure batteries are working. Battery requirements are 9v or two AA batteries.** To replace the battery of the microphone, unscrew the bottom portion of the microphone and replace with 9v or two AA batteries.
6. Use of Theater light box is available. **VGA CORDS AND COMPUTERS ARE NOT PROVIDED. CUSTOMER MUST BRING THEIR OWN VGA CORD AND COMPUTER. VGA Cord and computer must be connected before turning on the Theater light box.** The VGA computer cord connection is located on the center of the stage floor, covered by a small floor plate. Open plate and connect VGA cord in proper VGA connection. To turn on light box, Use the Sony remote located in the same cabinet as microphone. Press the PC2 button on the Sony remote and then power on button pointing the remote down at the center stage floor plate. This is where the receiving sensor is located. Attention laptop users: some laptops require a command to turn on the VGA connection. This is done by pushing the “Function (Fn) and F8” computer keys at the same time. Some computers require this Fn and F8 process to be done more than once. Please press PC2 on the remote if your computer is not coming up on the screen.
7. **The person picking up the key is responsible for ensuring the facility (including restrooms) is NEAT AND CLEAN prior to departing.** Ensure the microphone and light box is off and return to the cabinet with the Sony remote, and that the power strip in the cabinet is switched off. They will also ensure the lights are off and the doors are secure.
8. Please do not allow anyone in your group to go behind the stage area, behind the snack bar, or into the theater office. These spaces should be considered OFF-LIMITS during non-theater operational hours.
9. Please ensure that the posted 50 feet from the building NO SMOKING rule is maintained. There is an intake vent outside the front of the theater and smoking in front of the building brings the smoke back into the facility.
10. **Per CNICINST 1710.3 NO FOOD OR DRINKS PERMITTED IN THE FACILITY. Except from FFR/MWR Catering.**