



Bangor Theater Command Free Use Agreement

Please complete this form and fax back to (360) 396- 2485 or e-mail to the MWR representative you are working with in order to confirm your reservation.

NAME: _____

COMMAND: _____

TELEPHONE/ EMAIL ADDRESS: _____

NUMBER OF ATTENDEES: _____

PURPOSE OF USE: _____

DATE OF EVENT: _____

START TIME: _____

END TIME: _____

Terms of Service:

- User agrees to not attach items to the movie projection screen and to not adjust the stage curtains.
- User is responsible for providing computer and VGA cords.
- User is responsible for returning the facility to the condition in which it was found.
- User agrees to secure all doors prior to departure.
- Per the CNICINST 1710.3 no outside food or drinks are permitted in the facility. Consult with management about options.

I have read and understand the attached Facility Usage Instructions

Representative Signature: _____ Date _____

MWR Representative: _____ Date _____

Usage instructions are attached.
Keep instructions for operational reference.

Bangor Theater Facility Usage Instructions

Note: It is strongly recommended that **first time** Theater users conduct a pre-setup visit the day prior to the training session to familiarize themselves with equipment and theater setup. A pre-setup visit can be made by calling 360-396-5466 between the hours of 0800-1600 Monday – Friday (closed weekends and holidays).

1. Theater Access:

- Present the completed Usage Agreement to a representative at the Bangor Gym Gear Issue Desk no more than 1 hour prior to your reservation time in order to pick up the theater key. The key must be returned and signed back in at the gym upon completion of your use of the facility.
 - Bangor Fitness Center Hours: Monday – Friday: 0500 - 2000

2. Use of the Facility:

- **Please do not attach anything to the movie projection screen.**
- **Lights:** Theater *lobby* light switch is located to the left of the women’s restroom. Theater *auditorium* light switch is located immediately upon entering the right side double doors (auditorium entry) on the left wall. To turn on, press the top button (1st button) and to turn off press the bottom single button (5th button). Please only tap the buttons as pressing for too long will reset the system. *Stage* lights are located on the left side of the stage in the auditorium at the stairs.
- **Internet:** The Theater is connected to *gowifi* for your usage. A password is not required. When logging in to *gowifi*, check the box under ‘Complimentary Internet’ to agree to the terms of service and then press ‘Log In’.
- **Per the CNICINST 1710.3 no outside food or drinks are permitted in the facility.** Please consult with management about options.
- **NO SMOKING** in front of the Theater. Please follow posted signs for designated smoking location.
- **Unauthorized Areas:** Please do not go behind the snack bar or into the theater office. These spaces are OFF-LIMITS during non-theater operational hours. Please do not touch the projection screen as this will deteriorate the material.

3. Use of the projector:

- The VGA computer connection is located in the center of the stage floor, covered by a small floor plate. Open plate and connect VGA cord. **VGA Cord and computer must be connected before turning on the projector.** The projector remote can be found in the cabinet on the back wall (left side) of the theater, lower section. To turn on the projector take the remote and press the ‘power’ button while pointing the remote down at the center stage floor plate.
- To turn projector off, press the ‘standby’ button two times, a message will come up on the screen asking if you are sure you want to shut the system down, select yes and hit the ‘standby’ button one more time while pointing remote down at the center stage floor plate.
- Some laptops require you to turn on the VGA connection internally. 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.

4. Facility Closure:

- **Turn off projector and return remote to the cabinet.**
- **The person that checked out the key is responsible for ensuring the facility is returned to its original state prior to departing.**
 - Floors are clear of trash, used trash cans emptied and liner replaced.
- **Turn off all lights, secure all doors, and return key to the Bangor Fitness Center.**