

**OSC/ESC Building T-604
Usage Contract**

Using Party: _____ Function: _____
Phone: _____
Date of use: _____ Time of Use: _____
Key Pick up Time: _____ Key return Time: _____

1. **Reservation Eligibility:** Any Active Duty Fort Drum Soldier, Guard, or Reserve members assigned to Fort Drum, Fort Drum Civilian Employee or spouse thereof may reserve the OSC/ESC Building.

2. **Reservation Policy:** A) The user must be actively involved in the function for which the OSC/ESC Building has reserved. B) OSC/ESC Building may only be used for non-profit functions and organizations. It may not be used for "Profit" organizations to sell goods or conduct business meetings, i.e. Tupperware, Longaberger, Mary Kay, etc. C) 5 days notice must be given prior to cancellation D) The OSC/ESC Building will not be used for functions propagating extremist activities, promoting political speech, advocating violence against others, the violent overthrow of the Government, or advocating activities which seek to deprive individuals of their civil rights.

3. **Compliance with the Laws and Regulations:** The user will be responsible for ensuring compliance with applicable fire, safety and environmental laws and regulations.

4. **Cleaning and Use of the Building:** A) All litter in and around the OSC/ESC Building must be disposed of. B) All trash receptacles will be emptied and bags replaced. Trash will be removed from the premises. C) The floor will be vacuumed. D) Basic cleaning supplies, such as stain remover will be provided by the user. E) No staples or nails may be used. Tape on the walls is acceptable, but must be removed before leaving. F) Furniture may be rearranged but not removed from the building for any reason. Furniture must be returned to its original position prior to leaving. G) There will be no open flames of any kind, i.e. candles, matches, or cigarettes. H) Use the key for the main entrance door only, all other entrance doors into the building shall not be opened. The user should make sure that the door is securely locked as he/she leaves the premises.

5. **Penalties:** The following actions will result in the corresponding penalty at the discretion of the Property Coordinator.

- A) Lost Key: All keys and locks will be replaced at the user's expense.
- B) Damage to the Building, contents, or property due to loss, theft, negligence, misuse, or destruction: User will bear all risks and costs.
- C) Failure to return the key at agreed time without notification: User will be charged a \$5.00 Fee per day.
- D. Failure to cancel reservation less than 5 days prior to event: User will be charged a \$5.00 Fee.

6. **Dispute or Contest:** In the event that a dispute occurs or an action in the law arises out of the operation, construction, or interpretation of this agreement, the losing party shall bear the cost of the attorney's fees and cost of said action, which are incurred by the prevailing party.

Signed _____ Date _____
Using Party

Signed _____ Date _____
Property Coordinator