



Summary Facility Scheduling & Usage Guidelines

Below is a summary of the Delta Center Scheduling and Usage Guidelines. This is applicable to CAC and DOCF usage.

- **Reservation Forms** - Committees/Officers **must** submit a reservation form for its committee meetings and events. The reservation form should include the time it takes to set up the room and to breakdown the room. (If committees wish to set up on the night prior to an event, the time should be included in the request for the event). Committees are asked to submit requests **at least two weeks in advance**. Timely submittal is critical for the Facility Managers as they plan their calendars for the openings and closings of the facility. **Weekly schedules are sent to facility managers a week in advance. There may be very limited times in which last minute request are made. If the scheduler indicates that space is available, she will approve the space, but the requestor must contact the facility manager to see if she is available to open at the last minute.**
- **Reservation and Cancellations**
Reservation forms **must** be submitted to docfscheduling@gmail.com. The DOCF Scheduling Committee has **5 days** in which to respond to a request for space. Confirmation of the space will be sent from Volunteer Spot. The confirmation of the meeting will include the name email address, and phone number of the assigned Facility manager.

If the meeting or event is **cancelled**, you must **cancel by** using Volunteer Spot, by notifying docfscheduling@gmail.com, **and by contacting the Facility Manager assigned to the event.**
- Reservations will be confirmed based upon a first come, first serve basis. If space is not available the requestor will receive notification via docfscheduling@gmail.com. Committees may select an alternate date.
- **Security** is required for Friday, Saturday or Sunday events on the premises at which children under the age of 18 will be in attendance. Security is required for events occurring during the following times:
 - a. Summer Months (May – September): 9pm – Midnight
 - b. Winter (October – April): 6pm – MidnightA **minimum of 3 hours** is required for security at \$31 an hour. Therefore, if the time for the event (including setup and breakdown) is 3 hours or less, security much be paid for 3 hours. If the time of the event is more than 3 hours, security must be paid for 6 hours. Security needs must be noted on the reservation form. DOCF will schedule security based upon the needs listed on the reservation form. Payment for security is the responsible of the committee. The security personnel must be **paid with cash or a CAC check** (payable to the o the security personnel) on the night of the event.
- **The event/committee requestor or representative must arrive at time stated on reservation.**
Each committee or scheduling officer is responsible for setting up and breaking down for its meeting and events. This includes returning the room to its original state prior to setting up the room. This includes, but is not limited to, restacking chairs, storing tables, removing trash, cleaning the kitchen (e.g, wiping down the table, countertops, microwave and spills in the refrigerator), mopping or sweeping floor, particularly where food is served or spills occur.
- **Trash Disposal** - Prior to leaving the facility, **ALL** trash (from the kitchen, bathrooms, office, MPR and conference room) must be bagged, emptied and placed it in the dumpster in the parking lot. Small trash bags are available in the kitchen for small amounts of trash. No trash should be left in the building as bugs are attracted to food and paper products that have held food. No food or drink should be placed in the bathroom trash cans.
- **Sound System** - The sound system must be operated only by Sorors certified by DOCF PP&M to operate the system. Under no circumstance should the sound system, speakers or any other components of the system be moved by anyone without authorization to do so. If you have requested use of the system on the reservation form, a person authorized to operate the system will be available at the event. (Note: The sound system has been set up to attach the system to laptops for sound).

- **Parking** – In order to avoid potential liability and fire code violations, **NO PARKING** is permitted in the driveway or in front of the dumpster.
- **Facility Usage Checklist** - At the **conclusion** of an event or meeting, committee chairs/officer **must** complete a Facility Usage Checklist, which is in a notebook in the foyer of the Center. The completed form must be given to the Facility Manager or placed in the front left pocket of the notebook if it has not been signed by a Facility Manager. Don't forget to note any problem areas (e.g., toilet paper in the bathroom is low).
- **Refrigerator** - Food should **NOT** be left in the refrigerator after an event and spills in the refrigerator should be wiped up.
- **Boxes** – Boxes must be broken down prior to putting them in the dumpster.
- If there is a problem at the Center during your meeting or event, contact the Facility Manager who is responsible for opening the facility for your event.
- With the exception of chapter meeting, rental usage may take priority over a DOCF or CAC event on the week-end.