
GENERAL RULES FOR USE OF HEADQUARTERS BUILDING

1. Three months before date, request from Office Secretaries the form for USE OF THE HEADQUARTERS BUILDING.
2. Request forms will be mailed from Headquarters to the person requesting use of the building.
3. Completed request forms must be mailed back to Headquarters at least two months in advance of requested date. The date will be cleared by the Executive Secretary and approved by the Third Vice President. One copy will be returned to person requesting use of building; one copy will be sent to hostess and one copy will remain in file at Headquarters.
4. Decorations requiring tacks, tape or staples in walls are not permitted.
5. No alcoholic beverages will be allowed in the building. This rule may be set aside for special occasions upon approval of the Executive Committee.
6. Any damage to the Headquarters Property shall be paid for by the party responsible for the damage.
7. No Federation Property shall be removed from the building without approval from the President.
8. The public address system may not be used without permission and instruction.
9. Kitchen equipment, china, flatware and utensils are stored in specifically marked shelves and closets and must be returned to the designated places after use.
10. Office equipment in the work room may be used only by Office Personnel.
11. No one is to use the office except the personnel of the Federation.
12. A member of the Headquarters Committee must be present at all times whenever the building is used for a club function.
13. Permission to meet in the building once a year may be granted to individual clubs, the State Ex, Junior Membership Ex and Evening Membership Ex Clubs.
14. Groups of five or fewer meeting under the leadership of a Board Member, need only clear date with the office.
15. Clubs will not be charged for the Use of Headquarters except for a laundry fee. Districts will be charged \$1.00 per person registration fee.
16. No fund raising activities are permitted, except for NJSFWC projects with the approval of the President.
17. The dishwasher must be emptied before leaving the building.
18. Building must be vacated by 11:00 P.M.
19. Board Room and Kitchen must be returned to proper order before leaving.
20. Dish towels must be supplied by the group using the facility.
21. The Headquarters Parking Lot may be used by others only when permission is granted by the President.
22. Historic materials of the Federation, including Yearbooks and Documents, may be used at Headquarters but may not be removed from the building.
23. There is an EMERGENCY DOOR EXIT IN THE LARGE MEETING ROOM.
24. Please bag all garbage and take home. **NO GARBAGE** is to be left inside or outside of building.
25. Lease restrictions prohibit the Use of Headquarters Building by outside organizations.
26. Headquarters is SMOKE-FREE.

Revised 8/00
