



## Lock and Dam, Lock and Dam Lounge and Arsenal Room Usage Policies

Maximum capacity of the Arsenal Room = 40  
Maximum capacity of the Lock and Dam = 150  
Maximum capacity of the Lock and Dam Lounge = 50

1. Rooms must be reserved in advance and a signed contract is required to use the Lock and Dam, Lock and Dam Lounge or Arsenal Room. Rooms may be reserved by calling Family and Morale, Welfare and Recreation (MWR) representative at 309-782-6319. Keys may be picked up and signed for with the MWR representative in building 110. All facilities are reserved on a first come first serve basis.
2. Rooms are available 0730 – 2300, Monday thru Friday, excluding federal holidays. Lock and Dam, Lock and Dam Lounge and Arsenal Room are closed annually from 21 December through 2 January.
3. Room Rental Fee is required. Payment may be made by credit card or check made payable to: IMWRF. Checks are to be received no later than 10 days prior to the event.
  - a. Lock and Dam = \$150.00
  - b. Arsenal Room = \$100.00
  - c. Lock and Dam Lounge (back area) = \$100.00
  - d. Lock and Dam Lounge = No fee when open on Wednesday and Thursday nights 1500 -1900. Any other night there will be a room rental of \$100.00 plus bar minimum sales of \$200.00 for bar to be open and a bartender present.
4. All rooms are rented as set.
  - a. Lock and Dam is set with 10 round tables/8 chairs each. Tables are not to be moved as they may cause damage to the carpet.
  - b. Arsenal Room is set with one large conference table that seats 10. Additional tables and chairs may be added if needed. Contact the reservation Point Of Contact (POC) MWR representative at 309-782-6319 to make arrangements.

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**5. No outside food or drinks are permitted in the Lock and Dam, the Lock and Dam Lounge or the Arsenal Room.** The exception is a specialty cake. Catering services must be provided by the Lock and Dam Lounge, POC MWR representative at 309-782-6319 or Company Kitchen, POC representative at 309-751-7008.

**6. All Alcoholic Beverages must be purchased through the Lock and Dam Lounge. No person under 21 years of age will be allowed to drink or possess alcoholic beverages.**

a. There is no charge for bar service on Wednesday and Thursday 3:00 -7:00 p.m. when the lounge is open.

b. Catered bars must meet minimum sales of \$200.00 or the difference paid by the user at the conclusion of the event.

7. All garbage must be removed from the Lock and Dam and/or Arsenal Room at the conclusion of the event. Dumpster is located outside, behind the Lock and Dam.

8. User is responsible to provide any HDMI or other cords for laptop hookup to TVs.

9. Users are not allowed to tape anything to the walls. Damage to carpet, walls, furnishings, etc. will be at the user's expense.

10. No person or group will receive "special" or "discounted" prices, privileges or services that would not otherwise be available to any and all patrons.

11. Open flames or smoking are not permitted inside the facility. If the fire alarm system activates, all individuals must immediately evacuate the building.

12. Should severe weather occur during an event, guests are to take cover until the threat has passed.

13. All accidents or injuries will be reported immediately to the Rock Island Arsenal (RIA) Force Protection Office, telephone number 309-782-6116 and the RIA Fire Department for ambulance service at extension 911. Notification of the occurrence is then made by the renter to the MWR division staff at 309-782-8477. Please leave detailed information on the voice mail if no answer.

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14. Children under the age of 18 must be under adult supervision at all times.
15. MWR will create a concept brief for each event and forward to DPTMS for either Special Event Access, Expedited Access or Situational Awareness.