

## **Canale Training Center Room Reservation Rules**

Be advised, pursuant to Chapter 73 of the Code of Atlantic County adopted by Ordinance No. 19-1996, subchapter 73-3, Cancellation with no call or no show shall result in fees imposed by this ordinance. Any class being cancelled shall be reported to the front desk (609) 407-6743 and through the electronic 'Use of Facility Request System' located on the Atlantic County Department of Public Safety website.

### **Cancellation Policy:**

Weekday classes: Cancellation shall be made by 12:00 p.m. the previous day.

Weekend classes: Cancellation shall be made by 12:00 p.m. the previous Friday.

In the event of a serious storm the day of the event, exceptions will be considered. All exceptions shall be reported to the Training Center Director for review. In all cases, the Training Center Director shall be notified of the cancellations.

Atlantic County Office of Emergency Preparedness reserves the right to cancel classes in the event of an emergency. The respective parties of the scheduled class will be notified by phone and/or email.

It is the responsibility of the instructor to enforce no food or drinks in the classroom. They are also responsible for keeping their areas clean and return classroom(s) to standard set up at the completion of each day. The instructor will be held accountable for any damage pursuant to Chapter 73 of the Code of Atlantic County adopted by Ordinance No. 19-1996, subchapter 73-3, Cleaning Penalty. **NO EXCEPTIONS:** Egg Harbor Township Noise Ordinance (Chapter #158) requires all excess noise to cease at 10:00 p.m.

1. Visitors must enter through the main entrances at the front of the Building to gain entry.
2. Visitors are required to state their purpose in order to be granted access to the facility.
3. **NO ONE** shall place an encumbrance or object in any door in an effort to prop open the door allowing unauthorized access.
4. **NO ONE** shall open any door in order to allow a person(s) in the building that has not been authorized or permitted after being processed at main entrance.
5. It is a violation of the Facility Security Policy for anyone to circumvent the measures that are in place. Violation or deviation of this process may result in cancellation of the class being conducted and/or forfeit of any future classroom requests.
6. Food and beverages are confined to the cafeteria area only. This regulation will be strictly enforced!
7. Individuals attending classes or meetings must use the rear parking lot.
8. No Smoking allowed in this or any other County building.
9. Profanity/Offensive language will not be tolerated.
10. **DO NOT** put feet on the walls, chairs or tables.
11. **DO NOT** lean back in chairs in order to prevent personal injury or property damage.
12. **DO NOT** read newspapers during instruction.
13. Training facility access is limited to the classrooms, training areas, cafeteria and rest rooms.
14. Classrooms will be returned to standard set-up at the completion of each day. Training personnel are responsible for keeping their areas neat and clean.

15. The Training Center main telephone number is 609-407-6742. This number is furnished to you as a courtesy, if you need to be reached in an emergency.
16. Any problem with the facility or scheduling should be reported to the front desk.
17. Alcoholic beverages on the premises are prohibited. Consumption of alcoholic beverages before or during attendance of training is prohibited.

Any day that a functional weapon is to be used during training, the weapon shall be unloaded prior to entering the building with the ammunition stored in your vehicle. Under no circumstances will any participant have ammunition on his or her person when a functional weapon is being used during training.

It is agreed by the agency submitting this application that they will comply with all rules and regulations established by the Board of Directors of the Atlantic County Anthony "Tony" Canale Training Center. It is also understood by the submitting agency that failure to comply with the rules and regulations that are established may result in the suspension of future privileges associated with the Atlantic County Anthony "Tony" Canale Training Center.

AV Equipment is available in dedicated classrooms. It is recommended that the instructor have a contingency plan for their training program in the event the AV Equipment fails or is inoperable.