



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

Jim McConnell

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Ask McConnell, LLC

<https://askmcconnell.com>

Non Sponsored Use of Our Facilities

Updated: 4 April 2025

These rules/policies would be signed by the accountable person over the event

Internal event rules are a separate resource on the page you got this one from

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization. Many times things we do online will impact people lives, physically, financially, and emotionally.

Key Definitions:

Non-Sponsored – This means the organization that owns/leases the facilities, is not sponsoring the event, supporting its content/purpose/audience, funding it, providing volunteers, etc. Only providing physical space for a fee or free, with a clear separation of roles, responsibilities, and liabilities.

Facility/ies – This means building, parking lots, grounds, and any assets on the grounds.

Rules

- I will report safety and security incidents, concerns, vulnerabilities, and threats to the point of contact with the facility that granted us the right to use the facility, as soon as discovered, if they are not available, and I feel unsafe, I will contact law enforcement.
- I will be responsible for the safety of all individuals attending the event and be fully equipped to handle safety issues with qualified individuals onsite to assist. If I find a building safety issue, I will report it to the point of contact with the facility that allowed us to use the facility.
- I will be responsible for the security of all individuals attending the event and be fully equipped to handle security issues with qualified individuals onsite to assist. If I find a building security issue, I will report it to the point of contact with the facility that allowed us to use the facility.
- I will make sure the facility is cleaned up to a state of cleanliness and sanitized to a level equal to or better than when we started the event setup.
- I will document and report all damage to the facility, items inside the facility, or grounds/items outside the facility that are damaged, during the event. I will collect pictures when setting up the event and at the time we discovered the damage.
- I will post notices at the doors denoting that the facility organization is not responsible for any event, content, activities, safety, or security while your attendees attend the event.
- I will only use the building, furniture, electronics, etc. that I am specifically approved to use, and in a way as to not damage these assets.
- I will not allow any weapons that can cause bodily harm or damage to assets/facilities, to come onto/into the facility without specific written authorization by the senior leadership of the organization granting us use of the facility.
- I will follow all local, state, federal, HOA, etc. rules, laws, and regulations that relate to my event and use of the facility.

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Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
