

THE COMPANY OF FIFERS AND DRUMMERS (THE COMPANY) BUILDING USE POLICY SUMMARY

GENERAL USE OF THE BUILDING:

Executive and Administrative Committees (EC, AC) – No notice of approval needed.

Company Committees and meetings of Trustees – Prior verbal or written notice to the Building Use Committee (BUC) required. Approval shall be presumed unless the BUC decides otherwise and promptly notifies the prospective users.

Member Corps of The Company – Prior written approval of the BUC is required.

Individual Members of The Company – Any member wishing to use The Company of Fifers and Drummers Headquarters and Museum (The Company Hall) shall submit a fully completed application form to the BUC.

Non-Members of The Company – Written approval of the BUC required. Any non-member wishing to use The Company Hall, shall submit a fully completed application form to the BUC.

Notwithstanding any provisions of this policy, no person(s) shall use The Company Hall for an overnight/lodging/sleeping facility.

MUSEUM OF FIFE AND DRUM:

The non-profit public museum shall be open to the public whenever any member of The Company is on the premises. During regular and special meetings of the EC and AC, the senior officer present shall designate one or more individuals present to serve as docent(s). During other Committees and Trustees meetings, the person presiding shall designate the docent(s).

Any Company Member(s) authorized by this policy to use The Company Hall with prior written approval of the BUC, shall indicate in its application for use of said building, the person(s) who shall be designated as docent(s) during the proposed use. Any designation shall be subject to the sole discretion and approval of the BUC.

Company Member(s) and Non-Company Member(s) authorized by the BUC to use The Company Hall, in addition to designating docent(s), shall pay a rental fee as established by the BUC. Any agreement to waive the rental fee is at the discretion of the BUC.

PROCEDURE FOR OBTAINING BUILDING USE APPROVAL:

The BUC shall establish an application form to be used by any member or non-member of The Company wishing to use The Company Hall for non-Company purposes. Applications for use of The Company Hall and verbal requests for use for Company purposes may be directed to any member of the BUC. Each BUC member shall have the responsibility to convene with the other BUC members reasonably promptly. Any BUC member upon receiving a request for use, shall make a reasonably diligent effort to convene with every other BUC member, to render a decision regarding each request. No request for use shall be approved without the concurrence of at least two (2) BUC members. Upon the rendering of a decision, the BUC shall reasonably promptly notify the person(s) requesting the building use. Written approval shall then be delivered to the applicant as required by this policy.