NEWCOMERS’ GUIDE

Main Contents

Welcome:
• Supreme Allied Commander, Europe (SACEUR) ....................... 2
• Belgian National Military Representative (BEL NMR) ............. 3
• Commander Base Support Group (CDR BSG) ....................... 4
• Mayor of Mons ................................................................. 5

SHAPE Community Media:
• SHAPE Community Life Magazine ....................................... 7
• www.shape2day.com ......................................................... 9

Arrival Facilities:
• Arrival Procedures ................................................................ 13

Housing:
• SHAPE Housing .................................................................. 17

Health Services:
• SHAPE Healthcare Facility .................................................. 21
• Hospitals in Mons ................................................................. 22

Vehicle Matters:
• Your Vehicle in Belgium ..................................................... 27
• Traffic Accident Guide ........................................................ 29
• SHAPE Community Police ................................................. 31

Education:
• SHAPE International School .............................................. 35

Fiscal Privileges:
• Customs .............................................................................. 37
• VAT Exemption ..................................................................... 49

Morale, Welfare and Recreation Facilities:
• SHAPE Club .......................................................................... 51
• SHAPE Events Centre ........................................................... 52
• Silver Spoon – Headquarters Cafeteria .................................. 53
• Rendez-vous ......................................................................... 54
• Continental Mess .................................................................. 55
• Rationed Items Store (RIS) .................................................. 56
• SHAPE Inn ............................................................................ 57
• Pizza Bowl ........................................................................... 58
 • SHAPE Alliance Auditorium ................................................. 59
• SHAPE Performing Arts Centre ............................................. 60
• SHAPE Language Centre ..................................................... 61
• SHAPE International Library .............................................. 62
• SHAPE Business Centre ..................................................... 63
• SHAPE Trips and Tours ....................................................... 67
• SHAPE Arts and Crafts Centre ........................................... 69
• SHAPE Sport and Fitness Section ......................................... 71
• SHAPE International Band ................................................ 73
• SHAPE Outdoor Recreation Equipment Rental Centre .......... 74

SHAPE Groups:
• Group II Activities ............................................................... 75

Useful Information:
• SHAPE Recycling Centre ..................................................... 77
• Telephone Numbers ............................................................. 80
• Opening Hours .....................................................................
Dear SHAPE Newcomer,

Cindy and I wish to extend a warm welcome to our international community at SHAPE. You and your family are now part of an exciting community who perform a vital mission for NATO’s 28 member nations and our 22 partner nations. I think you will find your assignment to SHAPE both professionally and personally rewarding.

This is an exciting and challenging time for the NATO Alliance. You join our community as we transition to meet new and emerging security challenges in the 21st Century. Since the treaty establishing the NATO Alliance was signed in 1949, we have expanded to interact not only with our member nations, but also with a broad range of partners who also seek to preserve and enhance global security through a strong trans-Atlantic partnership.

The challenges facing the Alliance are significant. Currently, over 45,000 NATO service members are serving in operations on three continents. Throughout the years, the alliance has grown, and as the world events unfolded, NATO’s flexibility allowed it to adapt to the needs of an ever-changing global security environment. Today, the NATO Alliance extends peace through the strategic projection of security. The relationship among NATO nations is critical to the success and stability our Alliance has achieved over the past seven decades. When working together, as an alliance and with our partners, the possibilities are limitless. Our Alliance faces formidable challenges in the near future. Maintaining our commitment to Afghanistan through 2015 and beyond will require our determined efforts. Other unforeseen global situations have required NATO to adapt to new and emerging threats. The crisis in Ukraine and the activity in Iraq and Syria by the organization calling themselves the Islamic State are not the only challenges on our doorstep. Unconventional threats like Cyber security will also draw our attention as we move forward. NATO must be able to do multiple tasks simultaneously and the Alliance must be more responsive now than ever before. NATO is capable, ready for tomorrow, and adapting for the future!

Your work at SHAPE is critically important and I challenge you to come up with innovative ideas which contribute to the most successful Alliance in history—an Alliance which has provided security for more than 70 years.

SHAPE is located in the heart of Europe, giving you the opportunity to travel and experience the diverse cultures and history of our host country and its neighboring nations. For more than 40 years, members and families of the SHAPE community—whether military or civilian—have worked, played, and attended school with the people of Belgium and other NATO nations. You will certainly enjoy a warm welcome from the people of this proud and generous nation. I encourage you to become active and make new friends as you settle in to your new home. SHAPE friendships tend to last a lifetime! You have a critical role to play at SHAPE. As national ambassadors from your respective nations, your interaction with the SHAPE international community enhances our Alliance through strong personal and professional relationships, and increased cultural awareness. I look forward to working together to make our Alliance even stronger for future generations.

Once again, Cindy and I welcome you to SHAPE and wish you a productive and rewarding time with our special community.

Best,

Philip M. BREEDLOVE
General, United States Air Force
Supreme Allied Commander, Europe
Vivre en milieu international et être en contact avec d’autres cultures, d’autres valeurs morales, sociales, intellectuelles et spirituelles est une expérience extrêmement enrichissante que je vous invite à faire durant votre séjour au SHAPE.

En tant que Représentant Militaire National Belge, je vous invite en plus à découvrir le patrimoine historique, culturel et folklorique de la région de Mons et de la Belgique, nation hôte du SHAPE. Découvrez les saveurs de la gastronomie, goûtez les bières, les chocolats, les frites, ... qui font la réputation mondiale de ce pays. Participez aux fêtes villageoises, aux activités sportives et artistiques de tout genre. Rencontrez la population, échangez vos idées, intégrez vous dans les communautés locales. Vous apprécierez ainsi au mieux votre nation hôte et sa légendaire hospitalité.

Au nom de la communauté belge, je vous souhaite, ainsi qu’à votre famille, un très agréable séjour en Belgique.

Colonel
Marc KLEPPER
Dear Newcomer,

It is my pleasure as Commander, Base Support Group, to welcome you to our international community here at Supreme Headquarters Allied Powers Europe (SHAPE). Our mission is to support SHAPE and other NATO tenant units, their military and civilian communities and you! No matter what your status is, military or civilian, alone or with a family, you will find that SHAPE provides the opportunity to enjoy tremendous cultural diversity and to develop unique friendships. Your duties are sure to be equally rewarding and unique.

Your assignment here will be most enjoyable if you:

- Get to know the people with whom you will be working and living, both professionally and socially. Personnel from NATO member nations, Partnership for Peace nations, as well as other nations that enjoy a special relationship with NATO, are represented here at SHAPE. The friendships you build today are sure to last a lifetime.

- Take advantage of the shopping, dining, recreation and athletic facilities provided at SHAPE. Our ability to offer diverse services and opportunities for the entire community is dependent on the support we receive from you. Your patronage is essential and the reason why we continually strive to meet your expectations. We are always interested in your feedback and your ideas – so please let us know.

- Participate in some of the roughly 30 groups organized and operated by community members with special interests in a broad spectrum of activities. Whether it is the visual or performing arts, SCUBA diving or sailing, travel or history, or something else, you are sure to find others in the community who share your interest!

- Help make SHAPE an even better place to work and live by volunteering and by getting involved in Community activities. Many of the activities are made possible because of enthusiastic and talented volunteers who offer their time and energy. They have fun while providing considerable opportunities for the community.

On behalf of the Base Support Group, please accept my best wishes for a most enjoyable tour.

Lee A. FLEMMING
Colonel USA A
Commander BSG
Bienvenue à Mons ! Ville accueillante et conviviale, au Patrimoine architectural unique qui regorge de charmantes rues, parcs et commerces en plus de ses quatre chefs d’œuvre classés au patrimoine mondial de l’UNESCO: le beffroi, les minières néolithiques de Spiennes, le Mundaneum et le Ducasse rituelle de Mons, le Doudou. Visitez aussi nos sites culturels ou notre Grand-Place qui est l’une des plus belles de Belgique.

Vos qui avez la chance de passer cette année chez nous, sachez qu’elle sera très particulière : Mons a obtenu le titre de capitale européenne de la culture en 2015. Mons 2015 n’est pas une fin en soi mais un moteur, une locomotive de développement qui va nous faire gagner dix ans. La capitale européenne de la culture nous a permis de concrétiser des projets d’envergure tels que le centre de congrès par l’architecte internationalement reconnu Daniel Libeskind ou encore la gare de Santiago Calatrava. Elle nous a également aidés à catalyser d’importants investissements économiques, tels que ceux réalisés par Google, Microsoft ou IBM.

Le 7 octobre dernier, au cours d’une conférence de presse haute en couleurs, nous avons enfin dévoilé notre programme tout aussi riche qu’éclectique : plus de 300 événements, 18 villes partenaires, 22 institutions partenaires, 25 temps forts, cinq nouveaux musées et 45 expositions, dont 20 d’ampleur internationale.

Le top départ sera donné le 24 janvier avec une fête d’ouverture qui vous proposera pas moins de 18 espaces complètement gratuits et ouverts à tous où vous aurez l’occasion d’assister à des performances hors normes mêlant danse, musique, lumière, technologies. Une soirée d’exception à l’image de ce que nous vous réservons tout au long de l’année.

Au nom des autorités de la Ville et de l’ensemble des Montoises et des Montois, nous vous souhaitons un très agréable séjour.

Elio DI RUPO, Bourgmestre
Ministre d’État

Message de bienvenue
à la communauté shapienne de la part
d’Elio Di Rupo, Bourgmestre de la Ville de Mons

Welcome to Mons! Mons is an accessible, lively and sociable city, with a unique architectural heritage which abounds of lovely streets, parcs and shops in addition to its four master pieces ranked in the UNESCO world heritage: the belfry, the neolithic mines at Spiennes, the Mundaneum and the legendary battle of Saint George and the Dragon, our famous ‘Doudou’. You can also visit our amenities or enjoy our Grand Place (town square) which is one of the most beautiful in Belgium.

To all of you that are lucky enough to spend the 2015 year in Mons, this will be a very particular year: Mons obtained the title of European Capital of Culture. Mons 2015 is not an end in itself but a driving force of development that will make us win 10 years. The European capital of culture allowed us to materialize major projects such as the Congress Center by the internationally well-known architect Daniel Libeskind or Santiago Calatrava’s station. It also helped us to catalyze important economic investments such as Google, Microsoft or IBM.

On the 7th of October, during an amazing press conference, we launched the Mons 2015 program which is as rich as it’s eclectic: more than three hundred events, eighteen partner cities, twenty-two partner institutions, twenty-five highlights, five new museums and forty-five exhibitions including twenty international ones.

The starting point is scheduled for January 24th with an opening party that will move into eighteen different places totally free and opened. Everybody will have the opportunity to see exceptional performances mixing dance, music, lights and new technologies. A unique evening, a sneak peak to what we prepared for you all year long.

On behalf of the authorities of the City and the people of Mons, we wish you a very pleasant stay.

Elio DI RUPO, Mayor of the city of Mons

Welcome message
to the SHAPE Community from
Elio Di Rupo, Mayor of the city of Mons
If you have power, it is hard to let go. Something that you find in both the Jaguar F-TYPE Coupe and the Range Rover Sport. Supercharged and super agile, they give you an unique driving experience. Try the dynamics of the new Jaguar F-TYPE Coupe and the driving ability of the Range Rover Sport at a completely new level during a test drive.

Jaguar F-TYPE Coupé from £36,282.00

Range Rover Sport from £45,531.00

Fuel consumption Jaguar F-TYPE Coupé in l/100 km: 15.9–12.4 (urban); 8.3–6.8 (extra-urban); 11.1–8.8 (combined); carbon dioxide emissions in g/km: 259–205; carbon dioxide efficiency class: G–E; RL 80/1268/EEC.

Fuel consumption Range Rover Sport in l/100 km: 18.3–6.7 (urban); 9.7–6.3 (extra-urban); 12.8–6.4 (combined); carbon dioxide emissions in g/km: 298–169; carbon dioxide efficiency class: G, F, C, A; RL 80/1268/EEG.

To obtain further information, please contact our dedicated military sales team.
The only authorised supplier of Jaguar cars to H.M. forces.

Peter Thomas
Jaguar Land Rover Tax Free Sales
Brüggen – Elmpt Station – SHAPE
Grandy Road (Bdg 356) · 41372 Elmpt
Office: +49 2163 5768833 · Out office: +31 652303151
Email: elmpttaxfree@t-online.de
The SHAPE Community Life magazine is an entity that falls under the broad Chain of Command of Base Support Group (BSG). Our mission is to keep the SHAPE community informed of events, happenings, and opportunities, both inside and outside the SHAPE gates.

SHAPE Community Life magazine is an authorised unofficial magazine published once a month by Morale and Welfare Branch. We offer 12 editions every year, which are distributed throughout the community as well as to several locations in Belgium and in other countries.

Focusing on a broad range of topics from local sports and sports opportunities, to on-base and regional events, to keeping the community up to date with various SHAPE happenings, we’re “everywhere you want to be, even if you can’t make it.” Our goal is to ensure that each and every time you pick up a copy of SHAPE Community Life, you are made aware of what’s happened, and what’s happening.

Our multi-lingual team welcome articles, small advertisements, and regular-sized advertisements for publication, and encourage any and all Shapians – civilian and military – to bring in stories, announcements of upcoming events, anecdotes from your travels, or any items which you feel might be of interest to the community. If English isn’t your first language DON’T WORRY! If you’ve never written for a magazine before DON’T WORRY! What’s important is that you contribute! Articles and announcements are published free of charge and small ads for our “Classified” section are inserted for a very small fee. We can be reached at extension 6184 or 4939, or by mail to: sclmag@live.be

We also welcome visitors – don’t hesitate to stop by our office located in the same building as the SHAPE Players (Building 207) so that we can sit down over a cup of coffee and chat. Our doors are open to everyone!
smart center Europa.
A new urban joy FOR diplomats.

The most beautiful smart window right in the heart of the European capital – Over 30 years of experience – Easy access & parking – Experience in sales to the members of the diplomatic corps and international organisations (Eurocontrol, European school, NATO, EC, EB, etc…) – Special diplomatic rates and promotions – Specialised diplomatic salesteam.
SHAPE Community Life Website

www.shape2day.com

The SHAPE Community Website, www.shape2day.com is a Section of Base Support Group (BSG). Shape2day contains useful information intended to facilitate the integration of newcomers in the SHAPE community, to include: in-processing, housing, healthcare, education, vehicle registration, and more. The website is accessible from all internet-capable computers around the world, during their stay at SHAPE and while on their way home.

Shape2day also offers news about our SHAPE community and about the surrounding towns and cities. Our website ensures that you are up-to-date on events happening inside and outside of SHAPE, and goes so far as to offer you the opportunity to register online for many events.

Shape2day.com is a community website, and as Shapians you have the opportunity to write stories and advertise your upcoming events or any events which might be of interest to the community. We also encourage you to send us your pictures; there is a gallery from where you could view the photos of your event and even download them.

From this year the SHAPE community website has various sponsors; we encourage you to visit their pages; you may find good deals for Shapians. You also have the opportunity to post classified ads at very low cost or why not advertise your commercial activity.

Our goal at shape2day is to provide Shapians with a rich source of official, cultural, and social information about SHAPE, Belgium, and our neighbours. In achieving our goal, we will facilitate your adjustment to life here in Belgium, and help you to make the most of your tour of duty at SHAPE.

A pdf version of the Newcomers’ Guide is available on www.shape2day.com within the “Newcomers’ Section”.

You can also visit us at our office, located in Building 207.
Full Comfort Homes

– After you have selected your new home, we’ll take care of the rest –

One single point of contact
One invoice per month
(all services inclusive)

We take care of:

• the furnishing of your home by In-Lease
• the insurance of the property, the furnishings and the tenant-responsibility
• the contacts with the common utility suppliers
• incoming and outgoing inspection with inventory
  • first-line-assistance
  • eventual supplementary services
• the billing of one amount on one bill per month, with full detail
  • all payments (from owner to janitor, utility suppliers and other suppliers)
  • pre-calculation of payment plan and cost-accounting with yearly settlements
  • preparing your home for the next tenant
• exchanging of ‘personal goods’ for a consecutive rental contract
• sales of the furniture and appliances at ‘residual’ values

In short, Full Comfort Homes provides full comfort for both you and your housing officer
We provide:
furniture, appliances, kitchenware
lighting, linen, garden furniture

> For more info contact Marc Hul
mh@in-lease.com • tel.+32 (0) 475 63 60 22

Save time & money ...
www.in-lease.com
Welcome to

Mercure****

Rue des Fusillés, 12 - 7020 Mons (Nimy)

What are you waiting for?
Ask your Shape rate conditions!

→ In the heart of the woods
→ Beautiful rooms with a view
→ Outstanding service in exceptional environment
→ 5 minutes walk from the Shape entrance

+32 (0) 65 72 36 85 - mercuremons@cgmhotels.com
Rue des Fusillés, 12 - 7020 Mons (Nimy)

mercure.com
ARRIVAL FACILITIES

Arrival Procedures

FIRST: Check in at your National Military Representative’s (NMR), National Support Unit (NSU) if you are a military member, or Civilian HR Recruitment Section (PER CHR) for all NATO Civilians, Consultants and Interns (Bldg. 102 - Rm224) or your Divisional Security Office (DSO) if you are a Contractor.

Welcome to the Family Support & Central Processing Branch (FSCEP)! This is your one-stop location to register yourself, your family, and vehicle(s), manage V.A.T./T.V.A matters, customs & Belgian Federal Police matters. You can also receive your SHAPE drivers’ license at the FSCEP (USA & CAN personnel must bring proof of passing the driving test which must be taken at the US Motor Pool). As you will be living here, you might want to find a house on the base, you can get information and advice from the Housing Management Section.

When you are departing SHAPE at the end of your duty/employment, you will need to visit FSCEP Branch again. We will help guide you through the out-processing procedure to ensure your transition goes as smoothly as possible.

Living in Belgium may be very different than that which you are accustomed. Make FSCEP Branch the place where your stay in Belgium begins and ends. Stop in building 210 to receive all the information you need to help ease your transition.

IN - PROCESSING: PERSONNEL

SHAPE ID CARD: Be aware that it may take some time to in-process (certainly during the summer period), but this is a necessary process which all SHAPE members, contractors and civilians must complete in order to get your ID.

Belgian Special ID Card: Every new comer (except Mil) in Belgium has to be registered on the Belgian population data base. Therefore you need to start the application for the Belgium Special ID card (S-ID) which is released by the Ministry of Foreign Affairs. This ID is valid proof of residence in Belgium for special foreigners like you. Military members may apply but are not obliged. You will need to bring the following documentation with you:

- 2 x colour copies of the national passport or national ID for each applicant.
- 2 x copies of the birth certificate for all children, accompanied with a translation (Birth Certificate Form) stamped and signed by your NMR for authentication and originality, if those documents are not already made in English, French, German or Dutch.
- 2 x copies of the marriage certificate or certificate of legal partnership, accompanied with a translation (Birth Certificate Form) stamped and signed by your NMR for authentication and originality, if those documents are not already made in English, French, German or Dutch.
- You may be asked, to prove children over the age of 18 years are still dependant and verify medical insurance for other accompanying dependants like parents etc.

We will process the application and submit it to the Ministry of Foreign Affairs. A point to note is that the S-ID is for all ages.
Welcome to IBIS MONS CENTRE GARE

✓ City center hotel
✓ High standards spacious rooms
✓ Multilingual staff at your service 24h24

Ask your Shape advantage rate!

IBIS HOTEL MONS CENTRE GARE ***
Boulevard Charles Quint 27B - 7000 Mons
T : +32 (0) 65 84 74 40  F : +32 (0) 65 84 74 41
E-mail : ibismons@cgmhotels.com

ibis.com
BEFORE YOU BEGIN, make sure you bring all the relevant documents with you. Please visit the www.shape2day.com/centralprocessingcentre.aspx in order to get the most updated information. You can also download forms necessary for the in-processing and further registrations.

If you are MILITARY
You will need to bring with you your:
1. National I.D. Card/Passport
2. A completed SHAPE form 94 (SHAPE ID Card application).
3. SHAPE Form 1 (SF1 Aug 08)
4. ACE Form 107 (R) (Jul 2003)
5. NATO Personal Security Clearance certificate

If you are MILITARY DEPENDENT(S)
Bring your:
1. National I.D. Card / Passport
2. Completed SHAPE Form 94, SHAPE ID Card Application
3. Copy of your marital status certificate, common law certificate or cohabitation agreement
4. For the application of a Belgian S-ID card (mandatory)
   - Two copies in colour of the national passport or national ID for each applicant
   - Two copies of the birth certificate for all children, accompanied with a translation (Birth Certificate Form) stamped and signed by NMR for authentic and original, if those documents are not made in English, French, German or Dutch.
   - Two copies of the marriage certificate or certificate of legal partnership, accompanied with a translation (Marriage Certificate Form) stamped and signed by NMR for authentic and original, if those documents are not made in English, French, German or Dutch.
5. Photos for the S-ID card are taken on site

If you are CIVILIAN or NATIONAL COMPONENT
Bring your:
1. Same documents as a Military Dependent (see above)
2. Certificate of Assignment (which you should request from your employer before arriving at SHAPE)

Important: Please make sure your NSU or NMR stamps and signs the relevant forms before you visit the Central Processing Centre at building 210; otherwise you will have to return to your NSU or NMR before you can check in to be in-processed which will cause a delay in the procedure.
126 rooms • Restaurant • Wellness & Spa
Lounge bar/Tavern • Sauna & Hammam
Sushi bar • Fitness
9 meeting rooms • 300 free parking spaces
Next to the train station and • 24-hours service
close to the E19 exit 24 • 5 min walk from city centre
and shopping centre «Les Grands Prés»

Best Rate guaranteed for Shape-Members!

NEW!

1ST OF JUNE 2015

Tél.: +32 65 39 02 07
Fax : +32 65 35 21 18
Congrès Hôtel Mons
info@hotelmons.eu
www.hotelmons.eu
Avenue Melina Mercouri 7
7000 Mons
If you are looking to find a place to live close to your office and where transportation is not required for your children to go to school; SHAPE Village is the answer (on base housing). Schools and the shopping centre are surrounded by the 2 residential zones which are situated at walking distance from the offices.

There are 600 dwellings inside of the fence, 264 houses and 336 apartments. They are owned and operated by the Belgian government, who will be your landlord if you choose to live on base.

The Housing Management Section (HMS) is responsible for administration and allocation of SHAPE Village quarters. SHAPE Village residents are expected to foster a high standard of community spirit and to respect the privacy to which all individuals are entitled.

Heads of household that are accompanied by dependants and assigned to or in direct support of SHAPE can apply. NATO civilian employed at SHAPE or National government rated civilian employees of national units serving in direct support of SHAPE can apply as well.

Nevertheless, on base housing is mainly dedicated to military personnel, and the quota of entitled civilian in SHAPE Village may not exceed 5%.

Officers and Other Ranks may apply for apartments in SHAPE Village; nevertheless Other Ranks have the precedence. Houses may only be assigned to Officers or Civilians equivalent. Subject to availability, officers may apply for temporary apartments while they are on the waiting list for houses.

There isn’t usually any substantial waiting list of people on the apartment’s waiting lists, but there are very long ones for the houses. Entitled person-

More information can be found on our web site for on base housing; www.shape2day.com/housing.aspx

Following the decisions taken in November 2010 during the NATO summit in Lisbon, the support for families living off base is now the responsibility of the sending Nations.

Housing Management Section (HMS) does not support customers homed or wishing to be
Best Western Plus Hotel & Aparthotel Casteau Resort

38 Chaussée de Bruxelles – 7061 Casteau (Mons)
(8 km from Mons – 50 km from Brussels)
Mons, European Cultural Capital of Europe in 2015

Tel. + 32.65.32.04.00 Fax +32.65.72.87.44
Mail info@casteauresort.be Web www.casteauresort.be

Breakdown: 58 rooms =
Standard: 32 singles/doubles
Executive: 26 twins / double

Aparthotels - 32: 31 singles/doubles 40m²
1 quadruple 50m²

➢ Short description of the hotel: the Best Western Hotel & Aparthotel Casteau Resort Mons is situated in an attractive woodland surrounding, nearby the main highways. All the rooms have a 26” LCD flat screen television, an office, free Internet, fully equipped bathroom facilities with bath or shower and toilet. The Laundry. Free Business center, Sauna, jacuzzi and fitness room available. A bar is open every day from 11 AM till midnight. 100 % non smoking rooms and aparthotels. Two restaurants just in front of the hotel. Free car and coach parking (150 places)

➢ Possibility of dinner for groups on reservation (half board)
homed in the economy. Nevertheless, we dropped some “off base housing” information on our web page: [www.shape2day.com/housing.aspx](http://www.shape2day.com/housing.aspx).

Some nations came up with a national housing office (USA, GBR, CAN...). Perhaps some others maintain homes for some of their members, check with your national support element for more details. If you are lucky and your nation comes up with a national housing office, we encourage you to use it! For those who are not so lucky, they can search a property through local agencies or by using a web search engine such as: [www.immoweb.be/en](http://www.immoweb.be/en)

If there is only one piece of advice to give to you presuming you are ready to sign a contract, it would be: keep on mind that some of you are susceptible to leave SHAPE sooner than expected, therefore make sure there is an early termination clause in case of reassignment.

Again more information can be found on our web site: [www.shape2day.com/housing.aspx](http://www.shape2day.com/housing.aspx)

**Troop Billets**

Nations that have rooms available in the SHAPE troop billets are; USA, GBR, DEU, BEL, ITA, NOR, FRA, SVN, TUR, LTU, LVA, GRC.

Each nation manages these rooms according to their own national procedures. Check with your national support element for more details.

---

The tenant candidate comes to the agency where he is warmly welcomed. The bilingual colleague in charge of the international renting help the candidate to choose the property which meets his/her requirements and high level security criteria. We organize the visits very quickly and we put into practice the following policy: first come, first serve. We make then precise and illustrated moving in and/or out inspections and also the drafting and the signature of the lease. All the documents are written in English and in French. We also deal with the contracts of water, gas and electricity if necessary. Follow-up and support is also given during the renting period. And it is with pleasure that we could deal with the files “in the process of renting” in order to help the landlords and the tenants with their future arrival and/or departure.
Choose your destination, leave the rest to us....

- CUSTOM CLEARINGS
- CONTAINER TRUCKING
- PORT OPERATIONS
- CAR SHIPPING
- CONSOLIDATION & DECONSOLIDATION
- ORIGIN SERVICES
- DESTINATION SERVICES
- DOOR-TO-DOOR REMOVALS
- PART LOADS
- SERVING ALL MEDITERRANEAN ISLANDS AND UK

ROME - ITALY
Loc. Piombinara snc
00034 Collefero (Roma)
Ph. +39 06.97.70.369
Ph. +39 06.21.49.74
Gsm +39 335.838.1240
Fax +39 06.97.70.006
tet@tetservices.it

NAPLES - ITALY
Napoli Interporto
Isola 3 Interno 301
80035 C6S Nola (Napoli)
Ph. +39 081.51.08.109
Fax +39 081.31.58.065
napoli.interporto@tetservices.it

BRUXELLES - BELGIUM
NATO Staff Centre
Blvd Leopold III
1110 Bruxelles
Ph. +32 (0) 2.707.8033
Gsm +32 (0) 475.377.425
Fax +32 (0) 2.759.6007
SOTRIN: 9158165268333
tetnato.staffcenter@tetservices.it

MONS - BELGIUM
Shape Village 7010
Building 506 - Shape
Ph. +32 (0) 65.44.81.83
Gsm +32 (0) 486.50.08.31
Fax +32 (0) 65.73.12.06
SOTRIN: 9158165248677
tetnapae.bldg506@tetservices.it

GEILENKIRCHEN - GERMANY
NATO Airbase
Building 81 - Room 23/24
Naew - Geilenkirchen
Ph. +49 (0) 2451.63.4058
Fax +49 (0) 2451.9155.031
SOTRIN: 229.4058
tet.gx@tetservices.it
Finding a Doctor or Dentist
On weekends, the names of doctors on call are listed on the front door/window of local chemists (pharmacies) as well as local newspapers.

Both doctors and dentists are listed separately by alphabet in the Yellow Pages (Pages d’Or) or visit www.pagesdor.be

Chemists / Pharmacies
Chemists are open Monday to Friday from 0900 to 1800 or 1900 hours, with quite a few also open on Saturday mornings. There will always be one or two in each district on emergency call after hours and during weekends. A list of «On Duty» chemists is prominently displayed outside their premises and often published in local papers. You can also telephone 0900/10.500 or visit www.pharmacie.be

Extracted from Living in Belgium 2006

Overview of the SHAPE Healthcare Facility
SHAPE Healthcare Facility (SHF) is a multinational clinic staffed by medical professionals from the United States, Canada, Poland, Greece, Italy and Turkey. It offers a broad spectrum of primary and preventive health care services, all designed to provide the SHAPE community with the finest out-patient medical and dental care possible. The central appointments section can be contacted on ext. 5886.

The Belgian, German, the Netherlands and United Kingdom clinics are also located in building 401. All have their own policies and operating procedures and regular patrons should enquire at their individual clinic for updated information. In-process through the Tricare Office, located in the main lobby, to start your eligibility for services. At the time of in-processing you will need your SHAPE ID Card, Medical Insurance Card (if applicable), local mailing address, local personal phone number, and local work phone number. Dependents over the age of 18 must register in person.

The SHAPE Immunizations Clinic is unable to translate immunization records. Please ensure that you have had your records translated into English before bringing them to the Immunizations Clinic. Additionally, the records must be legible. Illegible records will not be accepted. This is for the safety of our patients. If you have any questions, please call us at 065-44-5848 or DSN 423-5848.

If your child will be attending the American school, they must follow the American immunizations schedule which can be found at http://www.dodea.edu/Europe/enrollment/immunizations.cfm. If your child will be at least 11 years old when they register for school, they will need a TDaP (tetanus, diphtheria, and acellular pertussis) and meningitis. However, the American school will only accept the MCV4 (meningitis strains ACYW), not the meningitis C. If your child receives a vaccine
HEALTH SERVICES

of meningitis C prior to your arrival, they will need to be vaccinated here with the MCV4.

SHAPE Dental Clinic is a multinational clinic staffed by dental professionals from the United States, Canada, United Kingdom, Germany, the Netherlands, and Belgium who provide care primarily to active duty members. Care for family members and all others is offered on a space available basis. All clinics have their own policies and operating procedures and regular patrons should enquire at their individual clinics for information. The Dental Sections may be contacted on ext. 5806/5807.

Important: In an emergency, go to the nearest Belgian hospital emergency room.

To reach the SHAPE Patient Liaison, when at Ambroise Paré Hospital, simply ask for the liaison in the Emergency Room or at any information desk.

44.59.00 / 5849 (Patient Liaison office in the SHAPE HCF) during normal duty hours.

If you are at another hospital, please contact a liaison at the following numbers:

065 41 40 09 from 08:00 to 24:00 hours on weekdays and from 11:00 to 19:00 hours on weekends and holidays,

065 41 40 00 after hours or

065 44 59 00 / 58 49 (Patient Liaison office in the SHAPE HCF) during normal duty hours.

Other hospitals in Mons
University Hospital Ambroise Paré - www.hap.be
Boulevard Président Kennedy 2, 7000 Mons (Belgium)
Telephone: +32 (0)65 39 21 11

Centre Hospitalier Régional St Joseph Mons-Warquignies www.chrmons.be/
Av. B. de Constantinople 5, 7000 Mons (Belgium)
Telephone: +32 (0)65 38 55 1112 from 0800 to 2400 hours on weekdays

SHAPE Healthcare Facility Emergency Telephone Numbers
Ambulance .................................................. 100
This will be answered in French.

Ambulance .................................................. 3333*
This will be answered in English and is the number of the SHAPE Military Police who will then telephone 100 on your behalf.

Poison Centre ......................... 070/24.52.45

Suicide Centre ........... 02/648.40.14 (English)
..............................................or 0800/32.123 (French)

Pharmacy .......... ext. 5808/5981 or fax 5889
Pre/post deployment health section ..........
..............................................ext. 5044 or 5952
*To call from a civilian line, dial 065/44 and the 4 digit extension number)

Patient Liaison
Liaisons will provide you with a number of valuable services including translations, answers to billing questions and any other general information. Patient liaisons are available at the SHAPE HCF during normal duty hours.

They are also available at Ambroise Paré Hospital in Mons, from 0800 to 2400 hours on business days and from 1100 to 1900 hours on weekends and holidays.

However, in case of emergencies, they can be reached anytime, day or night.

Important: In an emergency, go to the nearest Belgian hospital emergency room.
Newcomers’ Guide

University Hospital Ambroise Paré

The University Hospital Ambroise Paré is the general public hospital in the city of Mons. Owned by the city and six associated municipalities of the Borinage District (around Mons), Ambroise Paré has 336 beds for specialised care of adults and children and has 220,000 out-patient visits each year.

With its state-of-the-art medical equipment and its complete range of medical and surgery care, Ambroise Paré is definitely a centre for healthcare reference in the region.

The University Hospital Ambroise Paré is committed to ongoing improvement for the benefit of its patients. This mission is reflected in the partnerships it has developed with other key hospitals, both at national (Erasme, Brussels and Tivoli, La Louvière) and international levels (Centre Hospitalier de Valenciennes, France). In addition, the investments it has made recently in both medical devices and in the extension of its infrastructure, both in-situ and outside, further confirm this commitment. As part of its mission, Ambroise Paré is dedicated to serving its patients and visitors regardless of their nationality and the language they speak.

Thanks to its close and unique connection with SHAPE’s Health Facility, Ambroise Paré guarantees optimal welcome and assistance to SHAPE patients and visitors on a daily basis. Indeed, Ambroise Paré houses a team of five SHAPE liaison officers who are fully committed to making sure patients feel comfortable and enjoy the best treatment as soon as they enter.

Closer to people

As of 2006, the University Hospital Ambroise Paré established the ‘Espace santé du Marché aux Herbes’ in the city centre in order to meet most citizens’ expectations in terms of convenience and proximity. The ‘Espace Santé’ is a satellite of the hospital’s laboratory where you can have your blood tests done rapidly in a modern and cozy environment. This is also a place where you can make your appointments for the hospital and where you can receive any information about the hospital and its medical services. In the long term, the ‘Espace Santé’ will partly turn into an information centre where you will be able to get information relating to common diseases such as: stress, obesity, sleep disorders, etc.

Useful information and Numbers

Emergencies: 065/39.26.00
Consultations: 065/39.39.39
(From Monday to Friday between 0730 and 1800 hours)
General number: 065/39.21.11
Consultations: 065/39.39.39
SHAPE Liaison: 065/41.40.09

Espace santé du Marché aux Herbes:
(065/39.39.40 from Monday to Friday between 0700 and 1000 hours for blood tests.) Blood tests Centres of the Borinage District associated to the University Hospital Ambroise Paré are available at this website: www.hap.be (you need to click on Prélèvements sanguins).

Centre de Médecine Sportive:
(065/39.39.50 from Monday to Friday between 0900 and 1800 hours). Recreational as well as professional sportspeople can come to this centre based on the Grand Large site for assistance with the periodic check-up, planning, follow-up and guidance of their sports training.

Centre d’Imagerie Médicale et de Radiologie:
A full coverage radiology in a unique space without coming to the hospital (065/39.26.01 from Monday to Friday between 0800 and 1800 hours - Grand’Route, 139 - 7000 MONS).
EXCLUSIVE OFFERS
FOR SHAPE MEMBERS

Peugeot Sodexa offers you a confidential quotation, exclusively reserved for the diplomats.
Peugeot Sodexa – 115, avenue de l’Arche – BP 323 – 92402 Courbevoie Cedex – Tel.: +33 (0)1 56 47 61 61
Contact: Mr Eric Doridot – Tel: +33 (0)1 56 47 49 56 – Cel.: +33 (0)6 18 05 35 51 – diplomates@peugeot.com

508 and 508 SW combined consumption (L/100km): from 4 to 5.8. 508 and 508 SW CO₂ emissions (g/km): from 104 to 144.
EXCLUSIVE OFFERS
FOR SHAPE MEMBERS

CONSUMPTION MIXES AND CO2 EMISSIONS OF NEW CITROËN CACTUS: FROM 3.1 TO 4.6 L/100 KM AND FROM 82 TO 107 G/KM.

CITROËN Prefers Total
Come and meet VOLVO INNOVCAR's team. The official VOLVO DEALER and certified «Volvo Diplomat Sales Agent» for Shape.

Our dedicated diplomat sales staff will assist you in each step: Selection model and equipment, registration, rules and regulations, delivery in our show room, after sales service etc. It's a simple and stress-free purchase process that we offer you.

In 2015, we promise you a great moment with the launching of the new XC90 but also with the opening of our brand new showroom in Mons.

Looking forward to meet you and Welcome in Belgium!!!

Jonathan Leempoels
Diplomatic Sales Advisor
Volvo Innovcar Mons
PHONE: +32492/58.70.26
The SHAPE vehicle/motorcycle registration system is a transit system which exempts entitled persons from certain requirements of the Belgian permanent vehicle registration system and issues permanent fuel ration entitlements and temporary fuel ration cards (rental cars). The granting of SHAPE vehicle registration depends upon the applicant’s compliance with the required procedures. This means since you are only in Belgium temporarily, you do not have to pay import taxes on your first vehicle registered in Belgium (certain cases apply for stolen/crashed vehicles). Reference: SHAPE Directive 100-2, Vehicle Registration and Operation.

**IMPORTANT:** You must register all vehicles used or located in Belgium within 7 days of the vehicle being imported into Belgium, or procurement in Belgium. It's also mandatory by Belgium Law to de-register your vehicle upon your permanent departure from SHAPE. Until your vehicle is registered, or while you are using a rental car, you may receive a temporary “vehicle entry” pass from the SHAPE Visitor’s Office (bldg 108, Berlin Gate) or from the Family Support and Central Processing Branch. Registration Section (FSCEP-RGN), bldg 210, room 109-110, in order to enter SHAPE and begin the vehicle registration process; to include passing your vehicle Controle Technique (CT) inspection, collecting required equipment (fire extinguisher, safety vest and safety triangle) and then registering your vehicle. The CT is only required for Car(s) older than 4 years, and not needed for Motorbike(s).

Ensure you take the necessary steps to avoid violating Belgium customs regulations and paying fines/import taxes. Please respect the exemption agreement between SHAPE and Belgium.

If you have more than one vehicle, with one vehicle registered in Belgium and another vehicle registered in another country (ex. Germany, UK, etc.), you are violating the Belgium customs regulations. You must register all vehicles used/parked in Belgium with the FSCEP-RGN, bldg 210, room 109-110. If you have any questions or concerns, please visit the Family Support and Central Processing Branch - Registration Section (FSCEP-RGN), bldg 210, room 109-110, or by phone at +32(0)65/44.4148 (SHAPE 4148, DSN 314-423-4148) or +32(0)65/44.5147 (SHAPE 5147, DSN 314-423-5147).

More information is available at your website: [www.shape2day.com/centralprocessingcentre.aspx](http://www.shape2day.com/centralprocessingcentre.aspx)

**Fuel Ration Entitlements**

While living in Belgium and assigned at SHAPE, entitled persons are authorized fuel rations as a privilege.

To receive your fuel ration entitlement, you must register your vehicle/motorcycle on SHAPE through the Family Support and Central Processing Branch - Registration Section (FSCEP-RGN), bldg 210, room 109-110. You will receive your ration entitlement during the vehicle registration process.

As of 01 February 2007 high visibility retro reflective jacket (safety jacket) must be carried on the motor vehicle, when using the vehicle on all types of roads. In case of breakdown, or the driver immobilizing his/her vehicle in an area where waiting and parking are forbidden. All vehicle occupants MUST wear a high visibility retro reflective jacket for safety and by law.
As a member of the Corps Diplomatique, a European institution or an international organization, you know that things can be quite different from one country to another. One thing we want to keep unchanged, is your joy of driving a BMW. Our dedicated team perfectly understands the constraints of your mission and is used to finding the best solutions in the shortest lapse of time and providing you with a full service. This includes delivery of your personalized car anywhere in the world while respecting local specifications. And in addition, we offer you particularly attractive sales conditions. Because we just love to push back frontiers.

**JOY KNOWS NO BORDERS.**

**BMW DIPLOMATIC SALES.**

BMW EfficientDynamics
Less consumption. More driving pleasure.

Environmental information (RD 19/03/04): www.bmw.be

BMW Brussels - Branch of BMW Belux
Chaussée de Louvain 864 - 1140 Brussels - Tel. 02 730 49 11 - marc.moncousin@bmwbrussels.be - www.bmwbrussels.be

Jean-Michel Martin East
Rue François Desmedt 96 - 1150 Brussels - Tel. 02 772 08 20 - jean-francois.monteiro@jmmartin.net.bmw.be - www.jmmartin.bmw.be

Jean-Michel Martin West
Boulevard Industriel 125 - 1070 Brussels - Tel. 02 521 17 17 - zakaria.aenaya@jmmartin.net.bmw.be - www.jmmartin.bmw.be

Ginion Waterloo
Chaussée de Bruxelles 54 - 1410 Waterloo - Tel. 02 352 03 30 - yves.diant@giniongroup.be - www.ginion.bmw.be

Ginion Overijse
Brusselsesteenweg 403 - 3090 Overijse - Tel. 02 687 91 40 - yves.diant@giniongroup.be - www.ginion.bmw.be

Davo nv
Maastrichtersteenweg 529 - Exit 32 - E313 - 3700 Tongeren - Tel. 012 23 71 55 - peter.weekers@davo.net.bmw.be - www.davo.bmw.be

Philippe Emond s.a.
Route de Bastogne 394 - 6700 Arlon - Tel. 063 23 05 60 - yannick.rosenbaum@emondarlon.net.bmw.be - www.emond.bmw.be

Vanneste Motors Mons
Rue des Sandrinettes 48 - 7033 Mons-Cuesmes - Tel. 065 40 02 00 - olivier.noel@vanneste.net.bmw.be - www.vanneste.bmw.be
Traffic Accident Guide

STAY CALM, KEEP SAFE
If you have had an accident, it’s important not to panic. Turn off your car engine. Turn on your hazard lights and get out of the car safely - you may want to exit from the passenger side to avoid traffic.

Consider the moment and situation you exit the car
Wear the reflective vest, secure the areas and place the warning triangle. Take all necessary measures to avoid further damage or casualties. This includes extinguishing a fire if necessary.

Consider using a flash light at night
Don’t put yourself in danger
Keep a safe distance away from your car and away from the road or highway. Don’t smoke or use mobile phones if there is a risk of petrol vapour in the air. Don’t move any vehicle until the police have arrived, unless there is a chance of further injury if it stays in place.

The safety of everyone involved is always the first priority
Call for help
If you or anyone else has been hurt in the accident, call the emergency services immediately on 112 or SHAPE Police 065/44-3334. Be prepared to provide personal details, information concerning the type of accident, your location and casualties.

First Aid
Any person involved in an accident is obliged to provide assistance to casualties.
• First Aid if you have sufficient knowledge
• Actively assist casualties and seek for help

Take down the details
Once everyone involved is safe or being cared for, it’s time to annotate exactly what happened. You will need to write down:
• The date, time and exact location of the accident
• The name, address and phone numbers of the other drivers
• The make, model and registration numbers of any witness, including passengers
• Details of injuries and attending police officers
• The insurance details of the other drivers. The details mentioned are included in the standardized European Traffic Accident Report forms, as a side note. It’s a good idea to take photos of the accident scene, showing positions of the vehicles involved, any skid marks and any damage. If you don’t have a camera or a camera phone, ask others in the area to do so or draw a sketch of the scene.

Don’t admit liability
Whether you’ve had a minor prang or suffered something more serious, don’t admit liability even if you think the accident was your fault. You should not discuss details of a sentiment with the other driver(s) without speaking with insurance company.

Your legal responsibilities
Following a minor accident, it’s possible to simply arrange a « Gentlemen’s Agreement ». This agreement can be settled if there were no injuries and no damage to public property (like road signs) as a result of the accident. In order to provide all information required, you should use the standardized European Traffic Accident Report form. In these forms, the information is standardized so you are sure that the right information is passed on (European Traffic Accident Report form in different languages: Shape 2day website – community – police matters).

Reminder
Please make sure the safety and emergency equipment in your vehicle is up to date and in good condition. This applies especially for your First Aid Kit and the Fire Extinguisher. This equipment has to be maintained frequently.

Emergency Phone Numbers
Belgium Emergency Service: 100/112 via Cellular - Police: 101/112 via Cellular

Shape Joint Police Desk (International military Police and Federal Police):
065/44-3334 and 065/44-3333 (English and French)

Don’t forget
In case you have a traffic accident in and off base you always may request support from the SHAPE Federal Police.

Joint Shape Federal Police:
Av de Berlin 7010 Shape
065 44 3334 (24 Hr a day / 7 days a week in French and English)
Shape 2day website – community – police matters
Order Your All-New
U.S. Specification Vehicle
Through Military AutoSource
And Receive
EXCLUSIVE BENEFITS

- Privileged Military Pricing
- Custom Order or Choose from Inventory*
- Europe or Stateside Delivery*
- Worldwide Warranty Coverage
- Finance Assistance

*Custom order and Stateside delivery available on Audi and Volkswagen vehicles only. Programs and guarantees are subject to terms and conditions. Vehicles shown are for illustration purposes only and may contain optional equipment at additional cost. See your Sales Representative for details. Offered by Auto Exchange Kaifahrzeug-Handels GmbH. (AX8889)
WE, at the SHAPE Community Police Office, would like to take this opportunity to welcome you to SHAPE. Working with all sections of the Provost Marshal’s Office and maintaining close links with SHAPE Federal Police, the Community Police are responsible for building relationships and maintaining links with the SHAPE community, encouraging both to work together toward the common goals of improving security, law enforcement, crime reduction, and safety.

The SHAPE community has a right to have an input into its own well-being, and indeed, the solution to many security/crime related issues often comes from the community itself. By supporting the Police and providing information, the community becomes a partner in public safety.

The International Military Police are visible at SHAPE and are always accessible to the SHAPE Community. The Community Police are the link between the community and police; to talk about concerns, provide assistance to organisations or groups, or to answer any questions you may have. You can contact the Community Police at 065 44 3627 or 3727 or visit the Community Police offices located in the 500 Area shopping centre or at the Federal Police Building, Building 247 close to Berlin Gate. You can also check out the official website at www.shape2day.com PMO_Mission.aspx

The Community Police in close cooperation with the SHAPE Federal Police offer the following services: Crime Reduction Surveys, coordinating the Home Watch Program and providing instructional classes to the children attending the SHAPE International Schools.

For emergencies, you should always call the Joint Police Desk at 065 44 3333/3334. Again, we want to extend a warm welcome to you and wish you and your family a safe and fulfilling tour.

**Your Community Police**

POC Community Police:

Hauptfeldwebel OR-8  
Wolfgang BIES

Brigadiere OR-5  
Francesco Dilorenzo

DEU Army Ext 3727  
ITA Carabineri Ext 3627

**Location**

Bldg 247 Rm 44 - Avenue de Berlin (SFP Detachment Building)

**Phone**

- 423-3627  
- 065/44 3627  - 423-3333
- 423-3727  
- 065/44 3333
- 065/44 3727

---

**JAGUAR LAND ROVER US MILITARY SALES**

SPECIAL BENEFITS FOR US MILITARY MEMBERS

Capitol Motors is your factory authorized Military Sales partner. Contact us for complete information.

capitolmotors.com  
info@capitolmotors.com
We offer special sales conditions for SHAPIAN members

Contact your official Audi Dealer:
AB Mons Borinage sa
Tél: +32 65 76 76 90
info@abmonsbo.audi.be
Av. du Parc d'Aventures Scientifiques, 7 - 7080 Frameries

TAX FREE & DIPLOMATIC SALES

Contact your official Volkswagen & Skoda Dealer:
AB Mons sa
Tél: +32 65 40 20 80
info@abmons.vw.be
Rue du Grand Courant, 10 - 7033 Cuesmes

TAX FREE & DIPLOMATIC SALES
We offer special sales conditions for SHAPIAN members

Contact your official AUDI Dealer:

**AB Mons Borinage sa**
Tél: +32 65 76 76 90
info@abmonsbo.audi.be

Av. du Parc d’Aventures Scientifiques, 7 - 7080 Frameries
We prepare students for success back home and abroad

Scandinavian School of Brussels is a distinguished day and boarding school founded in 1974. Located in Waterloo south of Brussels, the 19th century castle is surrounded by a beautiful park environment.

**Preschool**
Children in our Preschool get the support needed to develop trust and confidence. Curiosity, initiative, and interest are key ingredients when fostering growth.

From this year we have a new International Preschool group which has English and French as teaching languages.

The Nordic Values are the foundation in our pedagogical approach and we provide with a safe and nurturing environment that supports the children’s active learning in a playful but also challenging way.

**IB Diploma Programme**
SSB IB provides students with a comprehensive academic and extracurricular program designed to cater for all needs of the 21st century global citizen.

A student at SSB IB will join an ambitious international student body of 300 students. We connect students building an international network of intellectual and cultural wealth. Social tolerance and academic awareness give purpose to students in all aspects of school and the wider community.
The SHAPE International School (SIS) is an integral part of SHAPE and is located in the 700 area. It accommodates approximately 2,500 students from kindergarten to grade 12 and includes 250 staff and faculty members. Most are dependants of military members and civilian employees of NATO and PfP countries posted to SHAPE. SIS is a federated complex, in which an integrated kindergarten and several national sections (ten elementary and three secondary) operate side by side under the coordination of an international General Services Unit. Its facilities include: classrooms, an infirmary with a qualified nurse, a cafeteria where hot meals and snacks are served at lunchtime, two fully-equipped gymnasiums, computer labs and science labs. Transportation is provided to and from homes.

The national sections select and hire their own teachers and offer their traditional curriculum, as well as a wide variety of extra-curricular courses or activities, including sports, field trips and more. Competition with other schools is provided in swimming, track and field, American football, baseball and basketball. According to the regulations in force, the children of the nations which have their own sections at SIS will normally be registered in those sections. The children of nations who do not have their own sections will normally be registered in the Belgian sections and the kindergarten, which are open to any nationality. Nevertheless, students may be registered in the section of their choice, subject to the agreement of the principal concerned and space availability. French is the language used in the kindergarten and creates no difficulty at all for children of that age.

The two basic principles guiding the policies of SIS are:

1. When pupils leave Belgium to return to their own countries, they must be able to resume their studies without significant problems of re-adjustment.
2. Every opportunity should be taken to acquaint SIS students with other cultures.

For more information, please phone the SHAPE International School on the following numbers:

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgian Elementary</td>
<td>ext. 5707</td>
</tr>
<tr>
<td>Belgian Secondary</td>
<td>ext. 5708</td>
</tr>
<tr>
<td>Canadian</td>
<td>ext. 5985</td>
</tr>
<tr>
<td>German</td>
<td>ext. 5704</td>
</tr>
<tr>
<td>Greek</td>
<td>ext. 7675</td>
</tr>
<tr>
<td>Italian</td>
<td>ext. 5711</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>ext. 5723</td>
</tr>
<tr>
<td>Norwegian</td>
<td>ext. 5713</td>
</tr>
<tr>
<td>Polish</td>
<td>ext. 4037</td>
</tr>
<tr>
<td>Turkish</td>
<td>ext. 6076</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>ext. 5283</td>
</tr>
<tr>
<td>United States Elementary</td>
<td>(314) 366-6934/6935</td>
</tr>
<tr>
<td>DSN:</td>
<td>+32(0)65-32-6934/35</td>
</tr>
<tr>
<td>Local:</td>
<td>6934/35</td>
</tr>
<tr>
<td>United States Middle</td>
<td>DSN: 366-6932/6933</td>
</tr>
<tr>
<td>Local:</td>
<td>+32(0)56-32-6932/33</td>
</tr>
<tr>
<td>United States Secondary</td>
<td>ext. 5715</td>
</tr>
<tr>
<td>General Services</td>
<td>ext. 5726/5744</td>
</tr>
</tbody>
</table>

The extension numbers can also be dialled from an external phone by prefixing the extension number with 065/44, for example 065/44.57.26.
/// Savings and Checking Accounts provide you a number of choices to suit your lifestyle

/// Online Euro Bill Pay lets you pay all your European bills with ease

/// EMV Credit Cards with NO International Transaction Fee

/// Surcharge-Free ATMs around the world

/// SmartSuite of Services giving you online access to manage your finances no matter where you are

/// New & Used Auto Loans & More!

Join Today!* No matter where life takes you, bring financial value and convenience with you. Andrews Federal Credit Union — your partner for financial success.

*Nembership is open to US Department of Defense, US Military, and dependents.
FISCAL PRIVILEGES

Customs

WE WANT
To contribute to the protection of fiscal, economic and social interests of Belgium and the European Union in relation to:
• The movement, manufacturing, processing and the holding of goods subject to customs and excises regulations;
• The implementation of other regulations in connection with the main task.

WHICH WE ACHIEVE
• By ensuring that taxes that we are responsible for collecting are properly levied;
• By participating in the implementation of the measures for protecting and promoting the single market of the European Union;
• By ensuring that the regulations are properly applied and by detecting and fighting fraud;
• By giving advices to those who hold positions of responsibility at political, administrative and economic level;
• By performing services on behalf of the public, taking into account their legitimate interests.

WE BELIEVE IN
• The proper, flexible and honest performance of our tasks;
• An active cooperation with our partners;
• A constructive attitude towards change.

Therefore we are here to help you. Do not hesitate to contact us!

Newcomers’ Guide
Who understands an expat better than another expat?

Welcome home at Banca Monte Paschi Belgio!

A bank in the heart of Europe, a bank for everyone; for those who share our values of an international spirit and those who live by them.

Mr. Volpin: +32(0)2/220.74.51 michael.volpin@montepaschi.be
Mr. Silvestri: +32(0)2/220.74.52 pierre.silvestri@montepaschi.be
Mrs. Alessi: +32(0)2/220.74.53 maria.alessi@montepaschi.be
Mr. Calandriello: +32(0)2/220.74.56 giovanni.calandriello@montepaschi.be
Mrs. Badea: +32(0)2/220.74.57 catalina.badea@montepaschi.be

www.montepaschi.be
ALWAYS THE LOWEST PRICE AND THE LARGEST CHOICE!
ALL PRODUCTS ARE NOT EXEMPT OF VAT, SEE THE CONDITIONS WITH RED ALL BELGIUM AND SHAPE.

TO GET THE VAT FROM YOUR MEDIAMARKT PURCHASE REIMBURSED YOU NEED YOUR BILL AND THE RED ALL BELGIUM FORM WHICH ARE AVAILABLE AT OUR INFORMATION DESK.

24 STORES IN BELGIUM! WWW.MEDIAMARKT.BE

MediaMarkt
I. WHAT DO CUSTOMS DO?
In Belgium, as in the USA or any Member State of the European Union (EU), the Customs Administration deals with the importation and exportation of goods.

**That is why you will have contact with us**
- When you arrive at SHAPE
- When you leave SHAPE at the end of your duty
- When you bring in some goods from non-EU countries into Belgium.

**Do not forget also that we will deal with your car(s)**
- When you import it
- When you buy it in Belgium or in another EU country
- With duty and tax exemption.

We intervene when there are customs and excise duties!
We do not intervene when only VAT is concerned.
SHAPE members are entitled to duty and tax exemptions for their own imported goods or for purchases of reasonable quantities of some items.
A complete list is available on the website shape2day.com.

II. WHAT DO YOU HAVE TO DO?

1. WHEN YOU IMPORT GOODS (including cars) AT YOUR ARRIVAL AT SHAPE
When you first arrive at SHAPE to take up your post, you may import all your belongings from a third country free of duty and tax, but only if some conditions have been fulfilled (proof of 6 months of ownership and use in the precedent third country of residence and no residence in Belgium before).
We call this the “moving customs duty exemption”.
It applies only if you have come from a third country (USA, Canada, Norway, Turkey, etc.) and NOT from EU.
It applies only once.
Again when arriving at SHAPE to take up your post, you are also entitled to import temporarily all kinds of personal goods (including vehicles such as cars) free of duty and tax, if you make a customs declaration (NATO Form 302) and on the condition that you will re-export all these goods by the end of your posting in Belgium.

Travellers coming from a Member State of the EU may bring goods into Belgium without any restriction regarding quantity or value.
2. WHEN YOU IMPORT GOODS AFTER YOUR ARRIVAL
On the contrary, when during your posting at SHAPE you return back from a non-EU country with souvenirs (leisure travel or mission travel); you may also import some goods free of duty and tax within certain limits: Goods worth no more than 430 EUR (more or less 325 USD) and within certain quantities for alcohol beverages and tobacco products.

See our website about TRAVELLERS’ ALLOWANCES

2.1. If you’re travelling from outside the European Union (1) or from territories with a special tax status (2)
When travelling from a non-EU country (1) or from an area with a special tax status (2), like any other citizen you will be subject to customs checks.
If you have goods to declare, please do use the red channel.
Use the green channel only if you are sure that you have nothing to declare or if you are bringing into the EU no more than the allowances mentioned here after.

These allowances are granted regardless whether the goods have been bought on the domestic market or with a tax refund because of their exportation out of the country (e.g.: goods bought in a tax free shop at the airport).
Remark: If you arrive by air and are transferring to a flight to another EU country, at the transfer point you will only have to declare goods in your hand luggage. You do not declare your checked luggage until you collect it at your final destination.

Allowances for goods you bring into the EU with your personal luggage and for no commercial purpose:

<table>
<thead>
<tr>
<th>Tobacco products</th>
<th>200 pieces</th>
<th>OR 100 pieces</th>
<th>OR 50 pieces</th>
<th>OR 250 grams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cigarettes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR Cigarillos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR Cigars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR smoking tobacco</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are under 17, you can neither have the “tobacco products” allowances, nor the “alcohol and alcoholic beverages” allowances.

<table>
<thead>
<tr>
<th>Alcohol and alcoholic beverages</th>
<th>16 litres</th>
<th>AND 4 litres</th>
<th>AND 1 litre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND Non-sparkling wines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND Distilled beverages and spirits of an alcoholic strength exceeding 22% vol.;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>indentured ethyl alcohol of 80% vol. and over</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR Distilled beverages and spirits, and aperitifs with a wine or alcohol base, ratafis, sake or similar beverages of an alcoholic strength of 22% vol. or less; sparkling wines, fortified wines</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other goods than those mentioned before</th>
<th>Worth 430 EUR for air or sea travellers or 300 EUR in total for other travellers</th>
<th>If you are under 15, limited worth 175 EUR</th>
</tr>
</thead>
</table>

2.2. Excluded goods
If you bring in goods for professional reasons, for resale or in larger quantities than normally brought in by someone for non-commercial purposes, you are not entitled to the travellers’ allowances described above.
2.3. Bringing in goods exceeding the quantity or value allowances
If you are importing more than these allowances (regarding value and/or quantity), you must declare the goods to the customs authorities: you must pay the corresponding import duties and taxes on it. If you do not, you may get a fine in addition to the taxes that are due. When the imported quantity of tobacco products, alcoholic beverages, exceeds the quantity allowances, you will only pay taxes on the quantity exceeding the allowances. If you bring in another good that is worth more than allowances for “other goods” (430 EUR or 300 EUR), you will pay taxes on the total amount.

2.4. If you’re travelling from an EU country (1) with goods on which taxes have been paid
If you bring in Belgium goods on which tax has been paid in another Member State of the European Union, you do not have to pay any tax or duty on them (as all taxes have already been paid in the country where you have bought them).

Travellers coming from a Member State of the EU may bring goods into Belgium without any restriction regarding quantity or value. Nevertheless, excise duties remain due for tobacco products and alcoholic beverages introduced for commercial purposes. In order to decide on the commercial nature of the goods introduced, the customs authorities may ask you some questions on the commercial status, the grounds for importation, the place of storage or the means of transport used as well as any document relating to these products, the kind of goods and the quantity imported according to the following indicative limits.

Indicative limits for EU excise goods:

<table>
<thead>
<tr>
<th>a) Tobacco products</th>
<th>800 pieces</th>
<th>400 pieces</th>
<th>200 pieces</th>
<th>1 kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cigarettes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cigarillos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cigars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking tobacco</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(cigars with a maximum weight of 3g each)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b) Alcoholic products</th>
<th>10 litres</th>
<th>20 litres</th>
<th>90 litres</th>
<th>110 litres</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distilled beverages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate products</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g.: Port, Pineau des Charentes, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Maximum 60 litres of sparkling wines).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ONCE AGAIN, THESE ARE ONLY APPLICABLE WHEN TRAVELLING FOR LEISURE or R&R TRAVELS DURING TEMPORARY STAYS

Notes:
(1) The Member States of the EU are: Austria, Belgium, Bulgaria, Cyprus, Croatia, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.
(2) The EU territories with a special tax status are: the Channel Islands (Guernsey, Jersey, the Canary Islands (Gran Canarias, Tenerife …), French Guyana, Guadeloupe and Martinique, the Åland islands and Mount Athos. The allowances for travellers coming from these territories are the same as for travellers coming from non-EU countries.

3. IMPORTATION OR PURCHASE OF PERSONAL CARS
You are entitled to:
• Definitively import but only once after your arrival at SHAPE any personal vehicle (land, air, sea) under the “moving duty procedure” if you meet the exemption conditions
• Temporarily import a limited number of 2 vehicles (see notice here under VAT chapter)
• Purchase free of VAT a vehicle in Belgium according to certain rules (see notice here after on VAT).
Have you just moved, or are you about to move, to Belgium?

In that case expert advice and support can be useful. That is precisely what ING can offer you for all your banking and insurance needs, even before you arrive. With ING you can benefit from a contact who speaks your language and a dedicated Call Centre. What better welcome could you wish for? Have a try by calling one of our staff on +32 (0)2 464 66 64 or by surfing to ing.be/expat
4. CUSTOMS FORMALITIES
To comply with customs, a customs declaration will be completed and presented at our office. With this declaration (NATO Form 302 or standard customs declaration), certain documents must be added such as title of ownership, invoice, list of the goods, insurance, SHAPE ID card. Ask your NMR or your civil authorities to complete this form.

5. PURCHASE IN MILITARY CANTEENS AT THE SHAPE COMPOUND
You are entitled to purchase tax-free (import duties, VAT and excise duties) all goods available inside the Carrefour Shop if you can justify your entitlement by showing your SHAPE ID card. Alcoholic and tobacco products can be purchased also tax-free but within certain limits in RIS and in the Carrefour Shop (in Carrefour, only wines, including sparkling wines and beers). Anybody with SHAPE ID card but not entitled to fiscal privileges may purchase all goods available, all taxes included inside the Carrefour Shop or in shops other than RIS.

6. WARNING!
Attention: in any case, you ARE NOT ALLOWED to sell, transfer, or otherwise dispose of the items you purchased or imported under a customs procedure except as provided below.
1. If you desire to sell the item, you must coordinate with the Belgian Customs Office located at Room 111A of Building 210, SHAPE or at Chièvres, to close your case without payment if you sell this product to another entitled person or to pay duty and VAT if you sell it to any other person without tax entitlement.
2. If you PCS with the item on your person or ship the item in your household goods or luggage, there are no tax consequences. A breach of Belgian customs and tax regulations can result in fines by Belgian tax authorities and adverse administrative action by your Forces.

LINKS
Belgian Customs & Excises: http://fiscus.fgov.be/interfdanl/nl/site/customs_english.htm
Europe: http://europa.eu/
Europe – Customs: http://europa.eu/pol/cust/index_en.htm
World Customs Organization: www.wcoomd.org/home.htm
European Anti-Fraud Office: www.wcoomd.org/home.htm
Let your loyalty be our priority.

europcar.be/privilege

Privilege Cards
Good Exemption

Don’t leave free money on the table! When in Belgium, SHAPE members are exempt from certain taxes, so it is important to know how to submit the forms to receive the appropriate refunds when eligible. All Belgians pay a Value Added Tax (VAT, or TVA in French) on products purchased in Belgium. It is a consumption tax, which typically amounts to 21% added to the purchase amount. SHAPE members, however, are eligible for a VAT refund—but only on certain items. In broad terms, items exempted from VAT include: durable goods such as furniture, bicycles, personal computers, lawn mowers, and electrical appliances (microwaves, washing machines, dishwashers, etc). Items not exempted from VAT include non-durable products (food and drinks), items to be fitted in the house (flooring, sinks, alarm systems, kitchen cabinets, etc), leisure items (cell phones, musical instruments, sports equipment, cameras, etc), personal items (jewelry, clothing, beauty products, etc), or services (hotel bills, bank or notaire fees, cable bills, etc). To see the full list of VAT exemptions, go to http://shape2day.com (click on Newcomers, Customs and VAT in Belgium, then Exempted Goods).

To receive a VAT refund for eligible exemptions, there is a specific procedure to follow. First, make sure to get an invoice (une facture) under the sponsor’s name when buying the item; a sales receipt will not be accepted, and the invoice must include the VAT number, the store address, and a description of the goods bought. Next, the VAT form 151 (previously form 1510) must be filled out in the sponsor’s name (it can be found online at http://shape2day.com/tva-vat.aspx). Note that the form will only be accepted if it is printed out as a two-sided document on a single page. Two original forms are needed, filled in with the corresponding information from the invoice. The crucial piece of information on the form is the VAT number, which is nine digits long in Belgium. After completing them, bring the two copies of the VAT form to be stamped, dated and signed by your NMR or corresponding official. Next bring the two original VAT forms, as well as the invoice, to the VAT office (which is room 103 in building 210, open from Tuesday to Friday from 0900 to 1200 hours). They will approve and stamp the form 151 and give the SHAPE member a sealed copy of the form. This should be returned to the store where the purchase was made. The store will then refund you the price of the VAT and keep the form. Wait, there’s more! SHAPE members do not qualify for exemptions during the last six months of their stay. Also, the goods must be delivered and used in Belgium while the SHAPE member is living in Belgium. There are more details, rules and exceptions. Any questions should be addressed to the VAT office.

Congratulations! You now know how to receive VAT exemptions for qualifying items. For more information, go to http://shape2day.com/, click on Newcomer’s Section, then Customs and VAT in Belgium.

Vehicle issue

You as SHAPE member are entitled to two tax exempt vehicle. However, there are rules to follow, the most important being that a tax free vehicle may only be replaced after three years have elapsed from its first registration in Belgium. In other words, if you sell or transfer the ownership of a tax free vehicle before the three-years period from the first registration in Belgium has expired, you will be required the payment of the VAT owed for the remaining months (36ths) of the three-years period. And more important, even then you won’t be allowed to replace that particular vehicle before the three-years period has elapsed. The only exception is if you sell the vehicle to someone entitled with privileges (Shapian). Then the 3-years period continue on his name.
Special NATO/SHAPE deal for mobile internet services

Enjoy 4G* on your smartphone with:

Business Everywhere 1 GB
Business Everywhere 2 GB

And get the first 6 months at 40% discount.

* a 4G compatible smartphone is required

Contact:
Mr. Brice Libois (Mobistar representative)
GSM: 0495 25 15 68
The SHAPE Club is your main Catering Facility in the Headquarters.

We offer to the SHAPE Community the following services:

**Restaurant**

Business lunch, daily offers, formal meals and a la carte menu are available from Monday to Friday lunch time. Possibility to arrange Group reservations and special menus.

**Breakfast**

From 07:30 every day (Monday to Friday) enjoy one of our delicious menu starting 3.50€. Fresh juice, smoothies or coffee with takeout options to start your day.

**Blue Moon Pub**

Enjoy a meal from 11:30 to 22:00 every day (Monday to Friday). Our kitchen is opened all day long, with no interruption, and we offer a large variety of dishes, tapas, snacks and refreshments, in a relax atmosphere for you, your friends and family.

**Private Rooms**

If you’re looking for a conference room, with A/V capability for your meeting or seminar, a banquet room (lunch or dinner) with a buffet meal or table service, a high level service for your reception or cocktail party, a full package for your promotion, farewell, retirement, birthday, or even take-away for home or office party… The SHAPE Club has the best option to cater your event. Our strong experience in Catering will make your event a success.

Open from Monday to Friday,
07.30 to 22.00 (23.00 on Friday)
Tel: +32 65/44.4133
Building 903, Luxembourg Av.
Check our Facebook page
info@shapeclub.be - www.shapeclub.be
MORALE, WELFARE AND RECREATION FACILITIES

SHAPE Events Centre

Room Rental
Located in building 303, the SHAPE Events Centre is the perfect location to hold your events, private party, birthday party, promotion ceremony, hail and farewell, meetings. Several rooms are available to rent and includes the use of equipment such as table and chairs for your room set up, or even A/V, bar and refrigerated storage for a unique rental fee.

B3’s Sports Bar
B3’s Sports Bar (Belgian Beer Bar) provides your sport events broadcast on our 10TV large screens with surround system and projector on XXL screen for large events.

Free games room with pool, darts, table football and video games. DJ night and Karaoke every Friday night from 10pm. Monthly theme large event with entertainment and free admission. This is probably THE place to be on the base.

Alcoholic drinks will only be served to customers age 18 and over.

<table>
<thead>
<tr>
<th>The B3’s Sports Bar is open 7 days a week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday 17.00-22.00</td>
</tr>
<tr>
<td>Thursday 17.00-24.00</td>
</tr>
<tr>
<td>Friday 15.30-02.00</td>
</tr>
<tr>
<td>Saturday 16.00-24.00</td>
</tr>
<tr>
<td>Sunday 18.00-24.00</td>
</tr>
</tbody>
</table>

Building 303, Rue Goodpaster (at Ralston “NATO Star” Rond-Point)
Tel: +32 65/44.4133
Check our Facebook page
info@shapeclub.be - www.shapeclub.be
General Information
Located within the SHAPE Main Building 102, the Silver Spoon Cafeteria facility provides excellent catering services to the SHAPE Community, official guests, and visitors. With the capacity to seat up to 350 customers, it’s flexible and varied services serve to make the Silver Spoon an indispensable hub for its many valued customers.

Breakfast (0730 – 1000 hrs)
Our breakfast menu includes an ‘a la carte’ selection of all your breakfast favorites, cooked to order by our highly regarded chefs, as well as an extensive ‘continental buffet’ including freshly baked breads and pastries.

Lunch (1130 - 1400 hrs)
The versatile cafeteria boasts a selection of dining options, which can be enjoyed in the dining area or packed ‘to go’ by our helpful staff. The dining options include:

- **Soup Bar**
  Prepared daily, from the freshest of ingredients, the Silver Spoon offers two soups, available to enjoy in our restaurant, or ‘to go’.

- **Sandwich Bar**
  Our helpful staff will prepare your sandwich to order from your choice of bread and filled from the extensive range available.

- **Salad Bar**
  As a healthy option, the salad bar allows our customers to choose from the pre-prepared salad boxes, or to self-serve from our varied range of fresh salads and cold cuts. The salad selection is then charged by weight at our customer service point.

- **Pizzeria**
  Our experienced chef will be pleased to build your pizza to order from our extensive range of toppings.

- **Fast Food Bar**
  For the customer in a hurry, our fast food bar prepares a selection of favorites. From burgers to steak sandwiches, and the Belgian specialty ‘frites’, our selection has something for everyone.

For more information, please call:
Headquarters’ Cafeteria on ext. 5114
The Rendez-Vous is located in the Shopping Centre next to the Carrefour. We provide a variety of sandwiches made with different kinds of breads, wraps, different salads.

For hot food; panini or any sandwich can be toasted, croque monsieur, pasta (bolognese, 4 cheese, carbonara), soup.

There are 2 self service coffee stations with a wide choice of coffee, caffe latte, espresso, tea, hot chocolate…

You can find also sodas, water, juices, sports and energy drinks…

For those who prefer beer we serve all the regular Belgian beer, German, Dutch, Italian.

In the morning, croissants and pain au chocolat or other pastry will be served. For something sweet: donuts, waffles, candy bars, frangipane can be purchased. In the summer, the freezers are full of different kinds of ice cream. The wifi is available for all and free of charge.

For meetings, conversation groups, a room can be reserved free of charge.

In summer the patio with its chairs and umbrellas is the place to sit and enjoy the good weather.

Contact
Rendez-Vous
Bldg 505 – Shopping Center
Tel: 065/445220 - Ext: 5220
Email: shaperendezvous@skynet.be

Opening hours:
Monday to Friday: 0800 - 1800 hrs
Saturday: 0900 - 1600 hrs
Sunday & SHAPE Holidays: Closed
Continental Mess

Bldg 311
Mon-Fri: 07.00-09.00 - 11.30-13.30
continmess@skynet.be – Facebook: “Mess Conti”

Access is regulated according to SD 5/15

Personnel authorized to use the Continental Mess Facility is as follows:
• All ORs, including visiting and TDY;
• NATO B1 – B4 Grade civilians;
• All LWS/LWR/LWF/DCB personnel;
• SHAPE International School – Teachers and Staff
• SHAPE Federal Police and Staff of OR grades
The RIS is the place where you can find a wide range of liquors, tobaccos and wines from many different countries.

It also includes a perfumes, cosmetics, skincare and accessories (bags, jewels, watches...) department from famous brands.

You can also buy telephone cards and FINA petrol cards in the RIS.

**Rationed Goods**
A valid SHAPE ID card and the relevant ration card must be presented to the cashier when purchasing rationed items.

These are:
- FINA Petrol Cards
- Spirits/Liquors above 22% of alcohol content
- Cigarettes Cigars Tobacco
- Wines, champagnes and sparkling wines

**IMPORTANT**
You can only use rations of the current month + unused rations of the TWO preceding months. All unused rations prior to these two months will be lost.

Under no circumstances can rations be purchased in advance!

Resident dependent children of any age are not entitled to a liquor ration but may be issued with a ration card for tobacco items provided they are 18 years of age or over (See Registration Office for more information).

**Non-rationed Goods**
A valid SHAPE ID card must be presented to the cashier when purchasing non-rationed items.

These are:
- Perfumes
- Cosmetics
- *Spirits/Liquors under 22% of alcohol content

**Operating Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Monday</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1130 - 1830</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1130 - 1830</td>
</tr>
<tr>
<td>Thursday</td>
<td>1130 - 1830</td>
</tr>
<tr>
<td>Friday</td>
<td>1130 - 1830</td>
</tr>
<tr>
<td>Saturday</td>
<td>1000 - 1600</td>
</tr>
</tbody>
</table>

**Contact**
**Rationed Items Store**
Building 506 - Shopping Center
Tel: 0032 (0) 65/44.56.28
SHAPE Ext.: 5628
Email: shaperis@skynet.be
Since the arrival of SHAPE at Casteau, the SHAPE Inn, built in 1967 to house unaccompanied Allied Officers, has come a long way. Over the years, many improvements have been made to enable the Inn to meet the needs of the entire SHAPE Officers’ community. Military and Civilian equivalent personnel, arriving and departing with their dependants or on temporary duty, are offered excellent accommodation, in a safe and pleasant environment, at the lowest rates available in the area. Located in Bldgs. 902 and 904, with a total of 93 rooms, the Inn is ideally placed, close to Headquarters, the SHAPE Club and the Shopping/Recreation areas. Every morning, an Italian Welcome Coffee will be offered to customers. If you desire good accommodation at reasonable rates, reservations for newcomers or TDY personnel, then the Inn is at your service. For more information, please phone on ext. 4385 or 5323.

Reception Opening Hours
Monday to Thursday 0830 to 1300 hours and 1400 to 1645 hours
Friday 0830 to 1200 hours and 1300 to 1445 hours
Closed Saturday, Sunday and SHAPE Holidays
The SHAPE Pizza Bowl is a United States Bowling Congress sanctioned 12 lane bowling center. It consists of AMF synthetic lanes, pin decks and approaches, AMF 82-90 pinsetters with micro-processor chassis, AMF seating arrangements and Qubica automatic scoring.

The Pizza Bowl is open seven days a week and provides services for eight leagues, consisting of ladies league, a youth league and adult evening league. In between the organized bowling, there is ample time for open leisure bowling and Glow bowling on Friday & Saturday nights. Lockers are available to rent on a yearly basis. The Pro Shop offers many choices of bowling equipment and your bowling ball can be drilled on site. A state-of-the-art drill press for drilling balls is used.

Bowling birthday parties, complete with party favours, shoes and bumper bowling are perfect for the younger family members. Teenage or adult birthday party celebrations can also be catered for. Reservations for parties must be arranged through the manager’s office, Monday to Friday, from 0800 to 1700 hours.

The snack bar facility has modernized equipment, seating arrangements and posters and offers a variety of pizzas, burgers, chicken items, various sandwiches, and soft drinks. The bar area stocks a wide variety of beer, wine, alcohol and soft drinks. Bowling is a highly competitive sport for many youngsters and adults. It is also an enjoyable form of physical recreation and family entertainment enjoyed by the many different nationalities of the SHAPE community. Bowlers of all skill levels and ages will enjoy the SHAPE Pizza Bowl. Why not come and join in the fun?

**Pizza Bowl**

**Snack Bar Hours:**
- Monday - Thursday: 11.30 - 21.00 hrs
- Friday - Saturday: 12.00 - 21.30 hrs
- Sunday: 12.00 - 19.00 hrs

**Bar/Lanes Hours:**
- Monday - Thursday: 11.30 - 23.00 hrs
- Friday - Saturday: 11.30 - 23.30 hrs
- Sunday: 12.00 - 19.00 hrs

**MORALE, WELFARE AND RECREATION FACILITIES**
The SHAPE Cinema, a 685 seat theatre, was transformed in Nov 2013 when a new digital projection and sound system was installed which enabled the latest Hollywood blockbusters to be screened in both 2D and 3D format. The cinema provides a convenient on base opportunity to see the latest films on the big screen at a reasonable price. The venue is also used for live events such as large touring shows and concerts and change of command ceremonies and school assemblies. Movies are shown throughout the year, usually with ten films scheduled each week, from Friday to Sunday. The current film schedule offers showings on Wednesday, Fridays, Saturdays and Sundays. Highlights often include children’s and family movies. The schedule of films and show dates is published a week in advance and can be found on www.shape2day.com website. A refreshment stand is available for each performance. Fresh ‘American style’ salted popcorn, soft drinks and a variety of top selling sweets are there for your enjoyment. The cinema managers, projectionists, and refreshment stand workers can be recognized by their distinctive blue shirts; they make every effort to ensure that the movie-goers enjoy their viewing experience. They are in fact often film fans themselves and are pleased to be able to provide the refreshments and strive to provide an excellent movie experience. We look forward to seeing you!
SHAPE Performing Arts Centre

The SHAPE Performing Arts Centre offers a variety of theatre programming to serve the diverse international communities on SHAPE. The SHAPE Players perform four productions annually, which always include at least two musicals, a comedy and a drama.

The SHAPE Players have been honoured with numerous awards for their outstanding productions and were the recipients of the 2009 Irving Berlin Award for Outstanding Entertainment Excellence.

The SHAPE Performing Arts is located in building 207 a short distance from the Berlin Gate entrance.

The facility was renovated during the summer of 2006, elevating the audience seating, painting the auditorium and refurbishing the seats for comfort.

The theatre lobby has been completely redesigned in 2008. The facility also serves the NATO Community for training, conferences and special service events as well as special cultural presentations.

The SHAPE Performing Arts School is opened three times a year offering a five weeks theatre workshop where children from guides 4 to 12 are brought through every steps of a musical production, including acting, singing and dancing sessions.

It is the mission of the SHAPE Performing Arts Centre to present diverse theatre programming which stimulates, educates and entertains the SHAPE International Community.

SHAPE Performing Arts Centre
Entertainment Director:
Mr Daniel LaMorte
Resident Designer & Technical Director:
Mr Thomas Reich
Facility Manager & Admin Assistant:
Mr Olivier Galloo
Phone: 00 32 65 44 33 12
or SHAPE EXT 3312
www.shapeplayers.org
SHAPE Language Centre

SHAPE, with its diversity of linguistic communities working and living together is a great place to learn languages. With this in mind and in accordance with its mission, the SHAPE Language Centre offers the entire international community a wide range of language programmes.

CONVENIENT LOCATION
- A stone’s throw from your office and SHAPE housing area
- Safe environment and parking
- Bright, nicely furnished class-rooms
- Welcoming staff to advise you in English and French
- A really international school attended by all nationalities, dependants (16+), military and civilian employees

WIDE-RANGING PROGRAMME
- Year-round language programme for adults
- Three sessions (Spring - July - Autumn)
- Morning, lunch time, afternoon and evening programmes to allow everyone to attend
- Individual tuition when requested (according to teachers availability)
- Special courses when requested

TUITION
- Classes in English, French and a variety of other languages such as Dutch, German, Greek, Italian, Portuguese, Spanish, Turkish, Russian, etc at various levels
- Preparation for Cambridge examinations
- Teachers are qualified native speakers
- Small international study groups (between 7 and 14 students)
- Reasonable fee
- Free NMR sponsored classes in Greek and Turkish
- 50% discount for dependant newcomers on their 1st French or English complete beginner course

ADDITIONAL SERVICES
- Books used in class can be bought at the Centre
- Tests for placement in the appropriate group
- Entry tests for English examination classes
- Library free of charge for SLC students

SESSIONS
SUMMER SESSION: July - Intensive classes in English / French
FALL SESSION: September to January (all languages)
SPRING SESSION: February to June (all languages)

ENROLMENTS:
Re-Enrolments: 3 weeks before the session begins.
New Enrolments and placement tests (by appointment only): 2 weeks before the session starts for French
1 week before the session starts for English
SHAPE International Library

Make your first stop the SHAPE International Library. The library offers a variety of materials in a number of NATO languages for leisure reading and educational needs. In addition to books, it loans DVDs in both NTSC (Region 1-American) and PAL (Region 2-European) formats as well as music CDs, video games and their accessories, audio books and language learning materials, all free of charge to members. So if you want to relax with a book, learn a new language, listen to music or watch a film, you will find something for all ages and tastes. The library subscribes to digital book, audio book, video, music and magazine services for patrons wishing to utilize portable devices such as Kindles, Nooks, iPods and iPads. Members may browse through our daily international newspapers and a selection of popular magazines from several countries. Patrons can also enjoy the Library Gallery, which features original work from a local artist each month. These displays stimulate cultural exchange and enhance the ambiance of the facility. Computers with access to the Internet, email and Microsoft Office are available for patrons’ use as well as free wireless Internet access. Study tables near electrical outlets are available for patrons wishing to use personal laptop computers.

In the study room, you will find a quiet place to study alone or with a small group. The library subscribes to a large collection of full-text databases, online reference services and online study programs which support research in a wide range of subject areas. A reference librarian is available to assist patrons in locating research materials for term papers and other assignments. The library has a strong interlibrary loan program for borrowing resources that are not available locally. Basic reference assistance currently is available in English, French, German and Romanian. Patrons may request a tour of the library, as well as briefings on reference services, how to do research on the Internet and how to utilize the library’s electronic resources.

There are also a number of regular, organized activities that take place in the library. The Kids’ Book Club, for elementary school-aged children in grades 2-6, meets on the second Thursday of each month at 1630 during the school year and enjoys popular fiction for children. Page Turners, a monthly book discussion group for adults, meets on the third Wednesday of each month at 1730 hours. The Preteen/Teen Book Club, for children and teens in grades 6-12, meets on the third Thursday of each month at 1630 during the school year and explores popular young adult fiction chosen by members. Toddler Story Time, for infants and toddlers through 2 years old, meets every Tuesday at 1000 in the Children’s Room of the library. Preschool Story Time, for children ages 3-6, meets
every Tuesday at 1615 in the library. During Story Time, we enjoy stories, finger plays, songs and lots of giggles. Every summer, the library sponsors a Summer Reading Program for children and teens. The library also plays host to other seasonal and special events throughout the year and participates in the annual SHAPE Fest in the autumn.

As you can see, there are many reasons for you to visit the SHAPE International Library. Membership is open to all US Military and Department of Defense ID cardholders and their dependents and SHAPE ID cardholders and their dependents who are afforded MWR privileges. The library staff is pleased to help you find a particular item, provide reference assistance or give you a tour of the library. The library is located in the Community Activity Centre, Building 307, and can be contacted by phone at COM 065-44-5631 or DSN 314-423-5631 or via e-mail at mwr.shape.library.info@us.army.mil

You can also visit our web site: www.library.eur.army.mil/
find us on shape2day: www.shape2day.com/internationallibrary.aspx
or join us on Facebook: www.facebook.com/shapeinternationallibrary

SHAPE Business Centre

A service brought to you by SHAPE MWB to meet your business needs including:

- Black & White and Color Photocopying
- Black & White and Color Printing
- International Shipping
- Faxing
- Scanning
- CD Burning
- Laminating

Computers and wifi also are available for customer use.

Community Activity Centre  I  Building 307, Room 117
DSN: 423-4254  I  COM: 065-44-4254
FAX: 027 35-3423
http://www.shape2day.com
shapebusinesscentre@gmail.com

Opening Hours: Monday - Friday, 1300-1800
The Province of Hainaut so close to you thanks to TRIPS AND TOURS. Purchase your tickets for Hainaut at reduced prices.

Feeling like activity in nature? The site of the Eau d’Heure lakes is the place by excellence. It’s the largest site of its kind in Belgium, nestled in between forests and meadows.

Want to live a moment of castle life? The castles of Seneffe and Chimay will bring you back to a prestigious past.

Curious about the industrial soul of your home Province? Discover an exceptional mining heritage at the Grand-Hornu, Bois-du-Luc and Bois du Cazier sites.
The Province of Hainaut so close to you thanks to TRIPS AND TOURS. Purchase your tickets for Hainaut at reduced prices.

Feeling like activity in nature? The site of the Eau d’Heure lakes is the place by excellence. It’s the largest site of its kind in Belgium, nestled in between forests and meadows.

Want to live a moment of castle life? The castles of Seneffe and Chimay will bring you back to a prestigious past.

Curious about the industrial soul of your home Province? Discover an exceptional mining heritage at the Grand-Hornu, Bois-du-Luc and Bois du Cazier sites.

In search of cultural activities? Artistic cities, cathedrals, belfries, museums: you are bound to fall in love our Culture.

In 2015, I will visit 45 exhibitions. And you?

« TRIPS AND TOURS » from April 2015.

Free tourist documentation available in your travel agency.

FEDERATION DU TOURISME DE LA PROVINCE DE HAINAUT
31, rue des Clercs - 7000 Mons
Tél. : ++32(0)65/36.04.64 - Fax : ++32(0)65/33.57.32
Email : federation.tourisme@hainaut.be
www.hainauttourisme.be
© Photos H.C.T : C. Carpentier
Welcome to
THE WATERWAYS of HAINAUT

Book now your guided boat trip 2015

+32(0)78/059.059 • info.voiesdeau@hainaut.be
http://voiesdeau.hainaut.be

Discover unique boatlifts in the world on
Historic Canal du Centre  Strépy-Thieu  Ronquières

© C. Carpentier / Aerialmedia
SHAPE Trips and Tours

If you want to visit new and exciting places without the hassles of driving and planning, then check out SHAPE Trips and Tours. We offer affordable family trips and tours (usually by coach) throughout Europe. We vary our trips in order to meet the desires of the many different people here at SHAPE. Some of our trips are transportation only, where we drop you off and the time is yours to explore at your leisure. We also take excursions which include guided tours of castles, museums, factories etc., wine tasting trips and many more.

We visit popular places such as Paris, London, Amsterdam, and quaint places such as Valkenburg, Monschau, and Mont Saint Michel. We offer guided tours of many of the most popular destinations, such as Brugge, Luxembourg, Amsterdam and Paris. There are family excursions to Disneyland Paris, Leed’s Castle with jousting, Medieval Dinners, and too many more to mention. We also take overnight weekends and week-long tours to cities and countries, such as Spain, London, Paris. We have recently added new exotic countries such as Russia, Morocco, Vietnam, India and China. We will expand these trips to more tropical countries in the future such as Cambodia and Thailand. Mediterranean Cruises are also offered in the summer.

Our trips are advertised on our website at www.shape2day.com/shapetripsandtours.aspx or by going to www.shape2day.com clicking on the Morale & Welfare link, then clicking on Recreation link, and finally on the Trips and Tours link which will take you to our page. Other good ways to find our upcoming trips are locally in the SHAPE Community Life magazine, Benelux Edge, on AFN television and radio and by means of posters and flyers in various locations throughout the base.

For more information, call on SHAPE ext. 423-3884 (or land line 065 44 3884), or come by our Trips and Tours office in the Community Activity Centre, Bldg. 307 (in with the SHAPE Library). Trips are open to all SHAPE/NATO ID cardholders and their guests. For your convenience, we accept Visa, MasterCard, Bancontact, and Euro. Alternatively, you can also charge your reservations to your credit card over the telephone.
Fine Arts Museum
PBA - Entrance glasshouse extension
Place du Manège, 1 – 6000 Charleroi
+32 (0)71 86 11 34
www.charleroimuseum.be – mba@charleroi.be
A gallery based on a selection from the collection of the Museum, is permanently visible in a brand new lay-out. A "story" of art in Wallonia from the XIXth century to the present. Among the names R. Magritte, P. Delvaux, J. Ensor, etc.

Bois du Cazier
rue du Cazier, 80 – 6001 Marcinelle
+32 (0)71 88 08 56
www.leboisducazier.be – info@leboisducazier.be
On 8 August 1956, this coalmine was the site of a mining disaster. Today, there is a memorial, a museum of the Industrial Revolution and a Glass Museum. The site is now on the list of the Unesco World Heritage.

Glass Museum
rue du Cazier, 80 – 6001 Marcinelle – +32 (0)71 88 08 56
www.charleroimuseum.org – mdv@charleroi.be
Located on the site of Bois du Cazier, the Glass Museum displays its collections in an unexpected way, from today back to the origins.

The Photography Museum
Av. Pastur, 11 – 6032 Mont-sur-Marchienne – +32 (0)71 43 58 10
www.museephoto.be – mpc.info@museephoto.be
The museum displays the artistic and technical diversity of photography up to the most recent developments. It's the largest Museum of Photography in Europe.

House of Pottery & "La Grange aux Potiers"
rue G. Jacques, 4 – 6200 Bouffioulx – +32 (0)71 24 32 66
www.chatelet-poterie.be – tourisme@chatelet.be
A museum that pays homage to the potters of yesterday and today, enabling the visitor to discover their mastery of earth, water and fire. "La Grange aux Potiers" is one of the oldest workshops in Bouffioulx.

Maison du Tourisme du Pays de Charleroi
place Charles II, 20  –  6000 Charleroi - Tel. : 071 86 14 14
maison.tourisme@charleroi.be  –  www.paysdecharleroi.be
SHAPE Arts and Crafts Centre

Class Schedule 2014
Bldg. 307 Tel. 065 446049, 4309
artsandcraftsshape@gmail.com
www.shape2day.com

All courses: supplies are not included

<table>
<thead>
<tr>
<th>Class</th>
<th>Instructor</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Pottery</td>
<td>Lisa</td>
<td>€ 70 or € 60.00/6 lessons</td>
<td>Wednesdays 10:00-12:00 16:00-17:30</td>
</tr>
<tr>
<td>Swarovski Jewelry Making</td>
<td>Paola</td>
<td>€ 10.00/1 lesson</td>
<td>Wednesday or Thursday Only on customer request</td>
</tr>
<tr>
<td>Floral Arrangements</td>
<td>Pina</td>
<td>€ 10.00/1 lesson € 5.00/ demonstration</td>
<td>Mondays 12:15-14:15</td>
</tr>
<tr>
<td>Quilting - Patchwork</td>
<td>Romana</td>
<td>€ 12.00/1 lesson</td>
<td>See website: <a href="http://www.romipatch.com">www.romipatch.com</a></td>
</tr>
<tr>
<td>Sewing</td>
<td>Romana</td>
<td>€ 12.00/1 lesson</td>
<td>Contact the instructor for day and hour <a href="http://www.romipatch.com">www.romipatch.com</a></td>
</tr>
<tr>
<td>Bobbin Lace</td>
<td>Romana</td>
<td>€ 12.00/1 lesson</td>
<td></td>
</tr>
<tr>
<td>Watercolor painting-One Session Class</td>
<td>Rumiko</td>
<td>€ 25.00/1 lesson</td>
<td></td>
</tr>
<tr>
<td>Watercolor painting Beginner's Classes (5 sessions)</td>
<td>Rumiko</td>
<td>€ 75.00/5 lessons</td>
<td>Wednesdays 10:00-11:30 or 17:30-19:00</td>
</tr>
<tr>
<td>Framing</td>
<td>Viorica</td>
<td>€ 50.00</td>
<td>only on customer request</td>
</tr>
<tr>
<td>Photography</td>
<td>Tim</td>
<td>€ 50.00</td>
<td>Four one hour classes: Wednesdays 10:00-11:00 or 19:00-20:00</td>
</tr>
<tr>
<td>Birthday party for children (different creative activities)</td>
<td></td>
<td>€ 30.00/reservation</td>
<td>Saturday for 2 hours 09:00-15:00</td>
</tr>
<tr>
<td>NEW !!!!! CAKE DESIGN</td>
<td></td>
<td>€ 15.00/1 lesson</td>
<td>Thursdays 10:00-12:00</td>
</tr>
</tbody>
</table>

Please note: all information on this sheet is subject to change.

- Most of the supplies required can be obtained directly from the Arts and Crafts Centre or the instructor, however, if you are given a class handout listing supplies needed for your first class, please ensure you purchase the supplies well in advance of the starting date.
- Registrations are taken over the telephone but are only confirmed upon payment of the class fee in Euros.
- Payment of the class fee must be made 24 hours prior to the start of the class.

Do you have a skill you would like to share with the SHAPE Community? Come in and discuss it. The SHAPE Arts and Crafts Centre is always looking for new instructors.
Arts

Bldg.307 - Tel. 6049 - email: artsandcraftsshape@gmail.com

What a great memory, to give or receive a NATO STAR.

In the shop you can find also a variety of plaques, coins, badges with NATO symbol and a lot of other gifts that can bring joy to your colleagues, friends or families.

Birthday Parties at the Arts & Crafts Centre

SATURDAYS AVAILABLE AS WELL
WE HAVE A VARIETY OF CRAFTS FOR CHILDREN OF ALL AGES SUCH AS:

BISQUE PAINTING
NAME SIGNS

YOU BRING THE FOOD,
WE PROVIDE THE FUN!!!!!!

TO BOOK YOUR PARTY, COME TO THE ARTS & CRAFTS CENTRE IN BLDG. 307
E-MAIL: artsandcraftsshape@gmail.com
OR CALL 6049
SHAPE Sport and Fitness Section

Services Offered
The Sport and Fitness Section provides a variety of programmes and services, including yoga, Pilates, dance, weight training facilities and Cardio Vascular equipment. To use the facilities and programmes, you must have a valid SHAPE ID card authorizing access to SHAPE Sports & Fitness Facilities or all SHAPE Facilities. For information on all services, facilities and reservations, contact the Check-out on ext. 5325, or visit the shape2day.com website.

Main Gymnasium
Situated opposite the main entrance into the 100 area, the Main Gymnasium (Bldg 313) houses a sports hall, swimming pool, squash and racket ball courts, fitness suite, the aerobic/dance studio, wet and dry changing areas with single- sex saunas. The building is open from 0530 to 2100 hours on weekdays and 1000 to 1600 hours on weekends and SHAPE holidays.

Swimming Pool
The swimming pool is 25 meters in length, heated and located inside the Main Gymnasium, Bldg. 313. Children under 14 years of age must be accompanied by an adult of at least 18 years of age. There is no charge for use of the swimming pool. The ‘Check-out’, on ext. 5325, can provide you with a copy of the opening times of the swimming pool.

Fitness Suite
Located inside the Main Gymnasium, the Fitness Suite is open Monday to Friday, from 0530 to 2100 hours and weekends and on SHAPE holidays from 1000 to 1600 hours. There is a wide variety of aerobic and weight lifting equipment in this facility. Fitness Training routines and advice are available upon request. Contact the Check-Out Section on ext. 5325 to obtain information concerning scheduling a brief. Users must be 18 years and over.

Main Gym Annex
The free-weights equipment and Cardio Area are located inside Bldg. 301. Call on ext 5325 for additional information. Users must be 18 years and over. The Gym Annex is open Monday to Friday from 0530 to 2100 hrs, and weekends and SHAPE holidays from 1000 to 1600 hours.

Circuit Training
This is a free, self-paced, class conducted on Mon, Wed and Fri from 1230 to 1330 hours - don’t be late. The course is a cardiovascular and local muscular endurance series of exercises and is conducted inside the Main Gymnasium by qualified military physical training instructors. The course is balanced, progressive and designed for all standards of physical fitness.

Freelance Instructors
Freelance instructors offer an ever changing choice of classes that can be attended by anyone authorized to use the facilities. There is usually a small fee associated with these classes. The reception desk (ext.5325) can give you details of all the classes that are available. Sporting and leisure activities can also be found on the bulletin boards throughout the Sports & Fitness Department Facilities.

Tennis
There are 2 indoor tennis courts located in Bldg 404 and 4 outdoor tennis courts (located next to Bldg 404). Contact the Check-out at ext. 5325 for information or to reserve a court.

Running Track/Outdoor Fields
You can’t fail to drive (hopefully walk or cycle!) past the enormous real estate of sports fields scattered throughout SHAPE, including an all-weather 400-metre outdoor, illuminated, run-
MORALE, WELFARE AND RECREATION FACILITIES

These facilities are used to host an enormous range of sports for both SHAPE representative and ‘friendly’ fixtures. The fields must be booked before use. For information on how to reserve a facility call the Check-out on ext. 5325.

Sauna
The Main Gymnasium currently has separate male and female sauna facilities. They are open Monday to Friday, from 0530 to 2030 hours and Saturday, Sunday and SHAPE holidays, from 1000 to 1530 hours. All displayed instructions must be followed. The minimum age for use of the sauna is 18 years. There is no charge for use of this facility.

SACEUR Sports
The SACEUR Sports Competition has a truly International feel and is a genuine chance to represent your Country at any one of a number of different sports/activities. The events are run on the last Thursday of each month throughout the year. Examples of the SACEUR Sports events are: Racket Sports, Swimming, Volleyball, Biathlon, Dodgeball, Football, Tennis, Athletics (Track & Field), Orienteering and Super Stars. The Nations on SHAPE are divided into six teams.) Anyone who is interested in representing and/or supporting their nation should contact their National Sports Representative or the Sports & Fitness Department on ext 5325.

Unit and Community Level Sport Programmes
Contact the Sports & Fitness staff on qualifications to join the programmes. There are many competitions and tournaments throughout the year, including basketball, flag football, softball and volleyball.

MAKE A WISH

In support of the international children’s charity Make-A-Wish, which grants wishes to terminally ill children, SHAPE Sports & Fitness hosts an annual 24 Hour ‘Fun Relay’. Words cannot begin to describe this truly international event which has nearly 4000 participants from across the entire SHAPE Community every year. Runners of all ages, sizes and abilities do their bit to help a dream come true!

Further details and a more complete explanation can be obtained from the Check-out on ext 5325.

SHAPE Half Marathon
The SHAPE 1/2 Marathon and Children’s Mini Marathon is one of our events that encompass the whole community and usually takes place in March. The SHAPE 1/2 Marathon is open to all fitness levels and may be used as a kick start to a healthier lifestyle or as the first of many runs for the summer season. Many Shapians are keen to undertake this challenge, but are in need of a little help or encouragement and many use it as a venue to raise money for charity.

International Basketball Tournament (IBT)
One of SHAPE’s major events of the year is the IBT comprising teams from across NATO and International Partnership Nations. This weekend event, held every November/December, is the largest sporting event on the NATO calendar - whether you are a basketball fan or not, this is a sporting spectacle not to be missed!
**SHAPE Band Performs International Mission**

The SHAPE International Band is a unique, inter-service and international military band that represents the SACEUR, SHAPE and NATO in concerts throughout Europe. The Band’s primary mission is to act as a ceremonial band to honour the many distinguished visitors to SHAPE. They also promote NATO’s message through concerts, national celebrations, and community festivals.

Originally founded in 1983 as a voluntary musical organization, the band was officially activated in 1985. Today the band consists of 12 enlisted military members and is supplemented with volunteers. This group of dedicated musicians perform as soloists and create numerous diverse ensembles: NATO Jazz Orchestra, Gruntz, Task Force X, Groove Summit, NATO Jazz Impulse, Ceremonial Band, and Brass Ambassadors.

Bandmaster USA Army First Sergeant Tom Mac-Taggart leads the SHAPE International Band. He is the only enlisted bandmaster in the USA Army and has over 30 years experience directing, leading and participating in musical organizations.

Though we speak many languages here on SHAPE, the band speaks the universal language every nation understands: Music! Whether it’s Jazz, Pop or Big Band music, the SHAPE International Band embodies the true spirit of SHAPE and the NATO alliance. Learn more about this unique organization at: [www.shapeband.be](http://www.shapeband.be) as well as on their Facebook page.

**Lockers**

The Main Gymnasium has half or full size lockers available for use on a daily or permanent basis. There is no charge to use a daily locker while you are working out. You must obtain a lock from the Check-out Section at the Main Gymnasium to use a daily locker (no personal locks allowed). A permanent locker can be obtained by visiting the Main Gymnasium office and having your name placed on the waiting list. The choice of lockers is pool or sauna side changing facilities. Additionally there is a fee assessed for issued towels to be used in the fitness/weight rooms.

---

SHAPE Sports & Fitness Staff

Bldg. 313, Rue Galvin, 7010 SHAPE • Ext.: 5325 • Civilian: 065/44.53.25

[http://shape2day.com/sport.aspx](http://shape2day.com/sport.aspx) • Facebook: Shape.SportsandFitness
SHAPE Outdoor Recreation (ODR) provides many opportunities to you and your Family and friends to discover the wonders of living in Europe. Outdoor Recreation offers a wide range of instructional activities to introduce you to the beautiful nature in the surrounding area. These adventurous activities include: Rock climbing; Caving; Biking; Ski/Snowboarding; White water rafting; Windsurfing; Deep Sea Fishing ... And much more. Let the rush of adrenaline surge through you as you maneuver through and along some of the best terrains and areas in Europe. Our staff is well trained and fun to be around. They will make sure that you have a fantastic time!

### SHAPE Outdoor Recreation Equipment Price List

<table>
<thead>
<tr>
<th>Outdoor equipment</th>
<th>Daily</th>
<th>Weekend</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame Tent 10X10 (3X3)</td>
<td>20.00€</td>
<td>30.00€</td>
<td>100.00€</td>
</tr>
<tr>
<td>Frame Tent 15X15 (4,5X4,5)</td>
<td>30.00€</td>
<td>45.00€</td>
<td>150.00€</td>
</tr>
<tr>
<td>Frame Tent 20X20 (6X6)</td>
<td>40.00€</td>
<td>60.00€</td>
<td>200.00€</td>
</tr>
<tr>
<td>Sidewall For Tent</td>
<td>2.00€</td>
<td>4.00€</td>
<td>10.00€</td>
</tr>
<tr>
<td>Fest Set (Table, 2 Benches)</td>
<td>4.00€</td>
<td>6.00€</td>
<td>20.00€</td>
</tr>
<tr>
<td>Fest Table</td>
<td>2.00€</td>
<td>4.00€</td>
<td>12.00€</td>
</tr>
<tr>
<td>Folding Chair</td>
<td>0.50€</td>
<td>1.00€</td>
<td>4.00€</td>
</tr>
<tr>
<td>Half Barrel Grill</td>
<td>5.00€</td>
<td>10.00€</td>
<td>25.00€</td>
</tr>
<tr>
<td>Super Cookers:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (Trailer Grill)</td>
<td>20.00€</td>
<td>40.00€</td>
<td>120.00€</td>
</tr>
<tr>
<td>Large (Trailer Grill)</td>
<td>30.00€</td>
<td>60.00€</td>
<td>180.00€</td>
</tr>
<tr>
<td><strong>Bouncy Castles:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflatable Medieval Magic</td>
<td>75.00€</td>
<td>100.00€</td>
<td>N/A</td>
</tr>
<tr>
<td>Inflatable Happy Clown</td>
<td>75.00€</td>
<td>100.00€</td>
<td>N/A</td>
</tr>
<tr>
<td>Inflatable Bunny Garden</td>
<td>75.00€</td>
<td>100.00€</td>
<td>N/A</td>
</tr>
<tr>
<td>Inflatable Jungle</td>
<td>75.00€</td>
<td>100.00€</td>
<td>N/A</td>
</tr>
<tr>
<td>Dunk Tank</td>
<td>25.00€</td>
<td>40.00€</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Wheel Sports</strong></td>
<td>Daily</td>
<td>Weekend</td>
<td>Weekly</td>
</tr>
<tr>
<td>Touring Bike</td>
<td>4.00€</td>
<td>8.00€</td>
<td>20.00€</td>
</tr>
<tr>
<td>Mountain Bike</td>
<td>5.00€</td>
<td>10.00€</td>
<td>25.00€</td>
</tr>
<tr>
<td>Bike Helmet</td>
<td>1.00€</td>
<td>2.00€</td>
<td>5.00€</td>
</tr>
<tr>
<td><strong>Field Sports</strong></td>
<td>Daily</td>
<td>Weekend</td>
<td>Weekly</td>
</tr>
<tr>
<td>Volleyball Set</td>
<td>5.00€</td>
<td>10.00€</td>
<td>25.00€</td>
</tr>
<tr>
<td>Horseshoe Set</td>
<td>2.00€</td>
<td>4.00€</td>
<td>10.00€</td>
</tr>
<tr>
<td>Tug Of War Rope</td>
<td>2.00€</td>
<td>4.00€</td>
<td>10.00€</td>
</tr>
<tr>
<td><strong>Camping Equipment</strong></td>
<td>Daily</td>
<td>Weekend</td>
<td>Weekly</td>
</tr>
<tr>
<td>2/3 Person Tent</td>
<td>4.00€</td>
<td>8.00€</td>
<td>20.00€</td>
</tr>
<tr>
<td>4 Person Tent</td>
<td>6.00€</td>
<td>12.00€</td>
<td>30.00€</td>
</tr>
<tr>
<td>6 Person Tent</td>
<td>8.00€</td>
<td>16.00€</td>
<td>35.00€</td>
</tr>
<tr>
<td>8 Person Tent</td>
<td>10.00€</td>
<td>20.00€</td>
<td>40.00€</td>
</tr>
<tr>
<td>Cooler Large</td>
<td>3.00€</td>
<td>6.00€</td>
<td>15.00€</td>
</tr>
<tr>
<td>Cooler Small &amp; Medium</td>
<td>2.00€</td>
<td>4.00€</td>
<td>10.00€</td>
</tr>
<tr>
<td>Water Jug</td>
<td>1.50€</td>
<td>3.00€</td>
<td>9.00€</td>
</tr>
<tr>
<td>Party Cooler W/Stand</td>
<td>4.00€</td>
<td>8.00€</td>
<td>N/A</td>
</tr>
<tr>
<td>Luggage Box</td>
<td>6.00€</td>
<td>12.00€</td>
<td>30.00€</td>
</tr>
<tr>
<td><strong>For Purchase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charcoal Bag ~4.5 Kg (8 Lb)</td>
<td>6.00€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charcoal Bag (0 Lb)</td>
<td>10.00€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice Bag ~4 Kg (8 Lb)</td>
<td>1.50€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charcoal Lighter Fluid</td>
<td>4.00€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery Fee</td>
<td>Shape Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Installation Fee (Tent)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10X10</td>
<td>20.00€</td>
<td>30.00€</td>
<td>40.00€</td>
</tr>
<tr>
<td>15X15</td>
<td>20.00€</td>
<td>30.00€</td>
<td>40.00€</td>
</tr>
<tr>
<td>20X20</td>
<td>20.00€</td>
<td>30.00€</td>
<td>40.00€</td>
</tr>
</tbody>
</table>

*For Extended Rentals, More Items, Delivery & Set Up Fees Visit Us Or Call 423-5380 Or (065.44.5380) • Mon-Fri 0900-1300 hrs*
SHAPE Groups

Group II Activities

Morale & Welfare Group II Activities (Activities requested by the SHAPE Community). These organizations are for the general education, sport, recreation and welfare of SHAPE military and civilian personnel and their dependants, including the personnel of elements assisting or supporting SHAPE (e.g., NMRs, National Support Units) and their dependants.

| SHAPE International Angling Club | SHAPE Share-A-Meal |
| SHAPE Archery Club               | SHAPE Sub Aqua Club |
| SHAPE Badminton Club            | SHAPE Tennis Association |
| SHAPE Boosters Club             | SHAPE Toastmasters International |
| SHAPE Boy Scouts of America (Troop 325) | SHAPE Travel Group |
| SHAPE CUB Scout Pack 325        | SHAPE Health Care Facility Asst |
| SHAPE Garden Club               | SHAPE Top III |
| SHAPE Girl Scouts of USA        | SHAPE International Chapel Centre Charity (IC3) |
| SHAPE Golf Association          | SHAPE Football Club |
| SHAPE International Cycling Club| SHAPE Athletic Official Association |
| 1st SHAPE International Scout Group | SHAPE Bridge Club |
| SHAPE Vintage Closet            | SHAPE International Association of Former NCOs |
| SHAPE District Girlguiding UK   | SHAPE Little League |
| SHAPE International Women’s Club| SHAPE Roquencourt Chowder Marching & Darts Society |
| SHAPE Military History Association | SHAPE Bowling Association |
| SHAPE Parent-Teacher-Student Organization (PTSO) | SHAPE American High School Scholarship Committee |
| SCSF Mutual Aid Fund            | |

For contact information, please visit www.shape2day.com or call MW Operations at 423-4269
SITA is the specialist in waste management. From collection to processing, we strive to ensure the effectiveness and sustainability of its operations.

The SITA group is part of the top trio on a world scale in the waste management sector. The group is strongly settled in Europe as well as all over the world.

SITA is part of SUEZ ENVIRONMENT. This global actor and its subsidiaries are daily committed in challenges for resource preservation and protection of the ecosystems in providing innovative solutions to millions of people and to the industries in fields of drinking water, waste sanitation and management.
USEFUL INFORMATION
SHAPE Recycling Centre

The SHAPE Recycling Centre, Bldg. 512, is located in the shopping facilities area, adjacent to the Carrefour Shop (Bldg. 505).

Opening Hours
Monday to Thursday from 1000 to 1250 hours and from 1330 to 1750 hours
Friday 1000 to 1250 hours and from 1330 to 1650 hours
Closed on Saturday, Sunday, and SHAPE holidays.

The following materials may be disposed of at this location:

Cardboard and Paper
All paper and cardboard products should be placed in the compactors. There is no need to separate papers and cardboards e.g.: newspapers, boxes, magazines, etc. (No. 7 & 8 on the attached map).

Glass Products
All types and colours of glass go into the same container. It is not necessary to remove labels and metal rings. Sorting of glass will be done at the processing centre (No. 5 on the attached map). Chinaware and ceramic items are not accepted.

Plastic Material
PET plastic goes into the container No. 3 and PEHD plastic goes into the container No. 4 on the attached map). It is not necessary to remove the caps or labels.

The following plastic items are non-recyclable and cannot be accepted:
All milk bottles, bottles or containers for syrup, butter or other grease or fat based products, cup type containers for yoghurt, custard, pudding, sour cream, preserves, cheese, meat, salad and other similar food products, plastic bags or other thin plastic wrapping, and Styrofoam trays or materials.

These plastic products are not recyclable and are simply disposed of by burning at the plant. They should be disposed of in appropriate bags and collected at the time of the regular rubbish collection.

Metal
There are two metal containers, one for aluminium cans and other metal tins; labels do not have to be removed (No. 6 on the attached map), the other one is for scrap metal only (No. 1 on the attached map).

Batteries
Small batteries may be dropped in a small yellow metal box near the container for special household waste. Car batteries will be stored by the Recycling Centre staff in the covered 20M³ special waste container (No. 2 on the attached map).

Toxic Waste
Any toxic material, such as cleaning fluids, paints and other toxic waste, should be left in their original containers and dropped in the container for special household waste. They will be stored by the Recycling Centre staff in the special waste container (No. 2 on the attached map).

Used Car Oil
Will be poured by the Recycling Centre Staff into the 1,000 litre oil container near the covered 20M³ special waste container.

Unwanted Household Items
For example, old clothes, blankets, leather bags and shoes go into any of the three CURITAS con-
containers located in the compactor area (No. 9 on the attached map). Since 1995, the SHAPE Recycling Centre has had three CURITAS beige containers in operation.

These containers accept:
• All old clothing (men, women, children).
• Linen and bedclothes.
• Old shoes, bags and other leather articles.

These items will be:
• Re-used in second-hand shops and in third-world and disaster-stricken areas.
• Transformed into rags or stuffing for mattresses and car seats.
• Re-used as fibres for insulation material. Please make sure that items dropped into the containers are packed or tied up. Recycling of old clothes and leather will protect the environment against further pollution caused if these products were to be burnt or thrown out.

These containers are installed free of charge and all profits made from the recycling process are donated to the Œuvre Belge du Cancer.

Your Housing Office can also provide you with information about your local recycling centres, bulk or personal trash process. Be aware, when you buy and have delivered any new electrical appliance, the shop has the obligation to take away (free of charge) your old appliance.

**SHAPIANS are kindly reminded that they should not:**
• Leave their children unsupervised when using the Recycling Centre. Access ramps between containers are sometimes slippery and the paper compactor’s hydraulic press, while in motion, may represent a serious potential hazard to unattended children.
• Use the Recycling Centre as a short-cut between the shopping facilities car park and Avenue de COPENHAGUE.
• Drop material off outside of the Recycling Centre outside of business hours. This may constitute a violation of Belgian law and subject you to significant fines. Items left may be searched to determine ownership and to locate the owner.

The SHAPE Recycling Centre has also installed a number of satellite recycling centres throughout the SHAPE area on request with the intent to help protect the environment. The satellites consist of 240L containers for paper/cardboard, glass, cans and plastic as well as 770L containers for cardboards.

**How to use the satellites recycling centres**
The satellites may only be used for the recycling of:
• **PAPER:** Only paper, newspapers, magazines - No greasy paper, no pizza boxes, no styrofoam cups, no plastic wrappings (around catalogues or magazines...).
• **CARDBOARD:** Small cardboard boxes must be folded; big cardboard boxes must be cut and folded.

**NOT ACCEPTED**
Regular waste, large household items, electronic and electric equipment, construction waste, yard waste and wood.
These items have to be disposed of by the owners in the local recycling centres such as Jurbise or Obourg or Jemappes. Details of the location and information on the recycling procedures for this area can be found on the following website: www.idea.be/Show.aspx?PageId=spc/parsconteneurs
USEFUL INFORMATION

- **GLASS**: Only glass bottles - No chinaware, no ceramic items, no panes of glass, no mirrors, no neon tubes, no lamps.
- **CAN/TIN**: No spray.
- **PLASTIC**: Only plastic bottles - No plastic bags, no plastic wrappings.

The satellites recycling centres may, under no circumstances, be used for waste disposal.

Should you request more information about the SHAPE Recycling Centre and/or the recycling satellites, please call Francesco Canu, SHAPE BSG-ISS, on extension 4253.
USEFUL INFORMATION

Telephone Numbers

Emergency Telephone Numbers
SHAPE MILITARY POLICE: 065/44.33.33
(This number is your first port of call for all emergencies regardless of service required and will be answered in English. It is the operator who will then telephone 100 on your behalf).

Ambulance and Fire Brigade: 100
European Emergency Call Number: 112
(You can dial Number 112 in European Union Member Countries in case of accident, assault or in any other distress situation).
Police: 101

Anti-Poison Centre: 070/24.52.45
or www.poisoncentre.be

Suicide Centre: 02/648.40.14 (English)
or 0800/32.123 (French)

Serious Burns: 071/44.80.00

Useful information
Alcoholics Anonymous: 02/537.82.24
Aids Helpline: 078/151 515
The Community Help Service asbl: 02/648 40 14
(24-hour English-speaking Help Line)
The German “Help line”: 02/768.21.21
Chemists: 0900/10.500
or consult www.pharmacie.be
Doctor or Dentist: Pages (Pages d’Or)
or www.pagesdor.be

Hospitals in Mons
CHU Ambroise Paré: 065/39.21.11
(Consultations) 065/39.39.39
or www.shape.be
Espace Santé du Marché aux Herbes:
065/39.39.40
or Espace.sante@hap.be
Centre Hospitalier Régional St Joseph
Mons-Warquignies: 065/38.58.88
or www.chr-afic.be/

Emergency Telephone numbers on SHAPE
Pharmacy: ext. 5808/5981
fax 5889

Pre/Post deployment health section:
ext 5044 or 5952
Gendarmerie: ext. 3334
SHAPE International Police: ext. 3333
British Duty Staff: ext. 4960
German Duty Staff: ext. 4846
USA Army Element Duty Officer: ext. 5303/5422

SHAPE Medical Centre
Reception/Appointments/Urgent care: ext. 5886
Belgian Clinic: ext. 5828
Dutch Clinic: ext. 5645 or 5879
German Clinic: ext. 5826
United Kingdom Clinic: ext. 5824
American Clinic: ext. 5886

National Military Representatives (NMRs) at SHAPE
Albania: ext. 6809
Belgium: ext. 4222
Bulgaria: ext. 6553
Canada: ext. 4021
Croatia: ext. 3410
Czech Republic: ext. 2471
Estonia: ext. 6453
France: ext. 7583
Denmark: ext. 7909
Germany: ext. 4127
Greece: ext. 4255
Hungary: ext. 3089
Iceland: ext. 2059
Italy: ext. 4033
Latvia: ext. 6512
Lithuania: ext. 6491
Luxembourg: ext. 4330
Netherlands: ext. 3588
Norway: ext. 4297
Poland: ext. 3086
Portugal: ext. 3427
Romania: ext. 6479
Slovakia: ext. 6523
Slovenia: ext. 6531
Spain: ext. 4348
Turkey: ext. 4771
United Kingdom: ext. 6255
United States: ext. 4032
# Opening Hours

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>OPEN</th>
<th>CLOSED</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWR OPS</td>
<td>Mon-Thu: 0830-1730</td>
<td>Sat &amp; Sun</td>
<td>065.44.4269</td>
</tr>
<tr>
<td></td>
<td>Fri: 0830-1530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3’s</td>
<td>Tue-Wed: 1700-2200</td>
<td></td>
<td>065.44.4133</td>
</tr>
<tr>
<td></td>
<td>Thu: 1700-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri: 1530-0200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat: 1600-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPORTS &amp; FITNESS CENTRE</td>
<td>Mon-Thu: 0530-2100</td>
<td>Sat-Sun</td>
<td>065.44.5325</td>
</tr>
<tr>
<td></td>
<td>Fri: 0530-1800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPORTS &amp; FITNESS, SWIMMING POOL</td>
<td>Mon-Thu: 0630-2100</td>
<td>Sat-Sun</td>
<td>065.44.5325</td>
</tr>
<tr>
<td></td>
<td>Fri: 0630-1750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OUTDOOR RECREATION EQUIPMENT RENTAL CENTRE</td>
<td>Mon-Fri: 0900-1200</td>
<td>Sat &amp; Sun</td>
<td>065.44.5380</td>
</tr>
<tr>
<td>ARTS &amp; CRAFTS</td>
<td>Mon-Thu: 0900-1700</td>
<td>Sun</td>
<td>065.44.7175</td>
</tr>
<tr>
<td></td>
<td>Fri: 0900-1530</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat: dependent on bookings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRIPS &amp; TOURS</td>
<td>Mon-Thu: 0900-1700</td>
<td>Sat &amp; Sun</td>
<td>065.44.7175</td>
</tr>
<tr>
<td></td>
<td>Fri: 0900-1530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRAME SHOP</td>
<td>Mon-Thu: 0900-1700</td>
<td>Fri-Classes</td>
<td>065.44.4312</td>
</tr>
<tr>
<td>PERFORMING ARTS CENTRE</td>
<td>Tue-Fri: 1300-1800</td>
<td>Sat, Sun &amp; Mon</td>
<td>065.44.4257</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>Mon-Fri: 1000-1800</td>
<td>Sun</td>
<td>065.44.5631</td>
</tr>
<tr>
<td></td>
<td>Sat: 1000-1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHAPE EVENTS CENTRE</td>
<td>(Reservations) Mon-Thu: 0830-1730</td>
<td>Sat &amp; Sun</td>
<td>065.44.8301/4133</td>
</tr>
<tr>
<td></td>
<td>Fri: 0830-1530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SILVER SPOON CAFETERIA</td>
<td>Mon-Fri: 0730-1400</td>
<td>Sat &amp; Sun</td>
<td>065.44.5114</td>
</tr>
<tr>
<td>SILVER SPOON BAR</td>
<td>Mon-Thu: 0930-1630</td>
<td>Sat &amp; Sun</td>
<td>065.44.5114</td>
</tr>
<tr>
<td></td>
<td>Fri: 0900-1530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RATIONED ITEMS STORE</td>
<td>Tue-Fri: 1130-1830</td>
<td>Sun &amp; Mon</td>
<td>065.44.5628</td>
</tr>
<tr>
<td></td>
<td>Sat: 1000-1600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENDEZ-VOUS</td>
<td>Mon-Fri: 0800-1800</td>
<td>Sun</td>
<td>065.44.5220</td>
</tr>
<tr>
<td></td>
<td>Sat: 0900-1600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHAPE INN</td>
<td>Mon-Thu: 0800-1700</td>
<td>Sat &amp; Sun</td>
<td>065.44.4385</td>
</tr>
<tr>
<td></td>
<td>Fri: 0800-1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANGUAGE CENTRE</td>
<td>Mon-Thu: 0830-1630</td>
<td>Fri-Sat-Sun</td>
<td>065.44.4971</td>
</tr>
<tr>
<td>SHAPE CLUB: CATERING</td>
<td>Mon-Sat: On Call</td>
<td>Sun</td>
<td>065.44.8307/8301</td>
</tr>
<tr>
<td>SHAPE CLUB: DINING ROOM</td>
<td>Mon-Fri: 1130-1330</td>
<td>Sat &amp; Sun</td>
<td>065.44.4133</td>
</tr>
<tr>
<td></td>
<td>Wed: 1800-2100 Reservation for groups possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHAPE CLUB: BLUE MOON</td>
<td>Mon-Fri Breakfast: 0730-0930</td>
<td>Sat &amp; Sun</td>
<td>065.44.4133</td>
</tr>
<tr>
<td></td>
<td>Mon-Wed: 1130-2200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu-Fri: 1130-2300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIZZA BOWL: LANES</td>
<td>Mon: 1130-2300</td>
<td>SHAPE Holidays</td>
<td>065.44.5697</td>
</tr>
<tr>
<td></td>
<td>Fri-Sat: 1130-2330</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun: 1000-1900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIZZA BOWL: SNACK BAR</td>
<td>Mon-Thu: 1130-2100</td>
<td>Mon</td>
<td>065.44.5697</td>
</tr>
<tr>
<td></td>
<td>Fri-Sat: 0900-2130</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun: 0900-1900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALLIANCE AUDITORIUM</td>
<td>Bookings by reservation</td>
<td></td>
<td>065.44.5697</td>
</tr>
<tr>
<td></td>
<td>Showings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri: 1600, 1800, 2030</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sat: 1600, 1800, 2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun: 1500 &amp; 1700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTINENTAL MESS</td>
<td>Mon-Fri: Breakfast 0700-0900</td>
<td>Sat &amp; Sun</td>
<td>065.44.4741</td>
</tr>
<tr>
<td></td>
<td>Lunch 1130-1330</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that the opening hours are subject to change.