

**RULES AND REGULATIONS FOR USE OF
CENTRAL ELECTRIC COOPERATIVE COMMUNITY ROOM**

The facility may be reserved by the following:

- Any individual member for weddings, showers, birthdays, anniversaries, family gatherings, graduations, etc.
- Any non-profit or community-related entity for purposes such as public meetings, membership meetings, informational meetings etc.

Rental fee will be \$75.00. If the event is sponsored by a non-profit group it must be pre-approved by the Central Electric Manger or Manager of Finance and Administration.

The facility may NOT be used for the sale or promotion of goods or services by an individual or a for-profit group.

The facility may only be reserved for one date at a time unless specifically approved by the Central Electric Manger or Manager of Finance and Administration.

All youth groups requesting use of the community room shall list the name of the adult sponsor who shall be responsible for the group and who will be present during their use of the facility.

- Alcohol and tobacco use are not permitted in the facility or on the premises at any time.
- Please do not use tape on the walls as there is a tendency for the paint to peel off.
- Please avoid serving colored punches or beverages (particularly red) that may stain the carpet.
- Activities that may cause excessive wear on floor surfaces will be prohibited.
- Use of the audio and video equipment is strictly prohibited.
- Please do not adjust the thermostat.

Please leave the room in a clean and orderly condition. Put all tables and chairs back in original set up, unless otherwise requested. Make sure all refuse is picked up and disposed of. From the north door of the community room the dumpster is located around the corner at the south of the building

When you leave, please turn off all the lights, make sure the doors are locked and the coffee maker is unplugged.

Maximum Capacity: 75 people. Available tables -12. Available chairs - 60

In the event of an emergency, please contact our dispatch center at 1-800-477-2892 for immediate assistance. Please report any other problems or concerns during business hours Monday through Friday between 8:00 a.m. and 4:30 p.m. at 996-7516.

The person who signed the facility use agreement is responsible for the condition of the community room. Failure to comply with the above rules and regulations will be grounds for denying the group's future requests to use the facility. Central Electric Cooperative is pleased to be able to offer our facility for community use, and we appreciate your assistances in helping us maintain our facility.

FACILITY USE AGREEMENT AND SAVE HARMLESS AGREEMENT

FOR USE OF THE CENTRAL ELECTRIC COOPERATIVE COMMUNITY ROOM

We, the undersigned member, do hereby acknowledge that we have been authorized to use the community room at CENTRAL ELECTRIC COOPERTIVE for a special event. We further recognize that this may include the use of the kitchen adjacent to the community room and the restrooms. We understand that there is a \$75.00 charge for the use of said facility.

We hereby agree that we will be responsible for the use of the facility. We agree to be responsible for any damages that result from our use and to repair any damages caused by our negligent use of said facility and equipment. We further agree to save CENTRAL ELECTRIC COOPERATIVE harmless from any and all claims, either by us or those who participate in the use of the facility or Cooperative owned equipment.

We further agree to leave the room in a clean and orderly condition, to return the tables and chairs to the original set up, make sure all refuse is picked up and disposed of (**from the north door of the community room, the dumpster is located around the corner on the side of the building**) to shut off all lights, and unplug the coffee pot.

I hereby certify that I am an authorized representative of the group and a member of Central Electric or approved non-profit group seeking to use the facilities and that I personally, on behalf of said group, accept responsibility for any damages to said facility. I also certify that I have read and will comply with the rules and regulations on the use of the facility.

Dated this _____ day of _____, 20__

Name: _____

Group Name: _____

Address: _____

Please check the following before locking up:

Coffee maker unplugged
Garbage disposed of

Telephone: _____

Date Needed: _____

Time Needed: _____

Purpose: _____

Signature

Office Use:

Scheduled Fee paid

Central Electric Manager