

## **BOONE ELECTRIC COOPERATIVE COMMUNITY BUILDING USE AGREEMENT**

The Boone Electric Cooperative Community Room shall be available by reservation to non-profit community organizations whose purpose is to benefit the community, or to local law enforcement, public education, government and emergency services personnel in connection with training or performance of their official duties. The Cooperative reserves the right to deny the use of the room, with or without cause to any group.

The public may not reserve the Community Room for family reunions, showers (baby, wedding, etc.) or parties (birthday, graduation, jewelry, home decorating, card, fraternity or sorority, etc.).

There shall be no fundraising or investment activities allowed. No dues may be collected, money exchanged or products or services sold on Cooperative premises. The room cannot be used for or by political candidates or political groups (except for bi-partisan informational community forums). The room cannot be used for religious or spiritual gatherings.

Organizations requesting use of the room(s) are limited to a minimum of fifteen (15) people. Use of the Amp, Volt or Watt rooms or combination of rooms will be based on the size of the group and meeting times of the group at the discretion of Boone Electric Cooperative. Room capacity is as follows:

Amp Room: maximum capacity of fifty (50) persons with tables or seventy-five (75) persons with chairs only.

Volt Room: maximum capacity of fifty (50) persons with tables or seventy-five (75) persons with chairs only.

Watt Room: maximum capacity of fifty (50) persons with tables or seventy-five (75) persons with chairs only.

Maximum capacity in the facility using two rooms is one hundred (100) persons with tables or one hundred and fifty (150) persons with chairs only.

Maximum capacity in the facility using all three rooms is one hundred and fifty (150) persons with tables or two hundred and twenty-five (225) persons with chairs only.

During BEC's business hours (M-F, 8 a.m. to 5 p.m.), capacity in the Community Room facility is limited to 75 attendees in the aggregate due to limited parking.

Meeting participants should park in the Community Building lot. Overflow parking is available on the north side of BEC's headquarters, however carpooling is strongly recommended for large groups.

No one (1) organization shall be permitted to dominate the use of the room. Open scheduling for all charitable, community- oriented groups shall begin on November 1 of each year. Applications for use of the rooms should be submitted at least 15 days prior to the date requested and will be reviewed by the Cooperative. BEC reserves the right to reschedule or cancel a group's meeting at any time, with or without cause.

The fee schedule for the use of the rooms and kitchen is listed below. The code will be sent to the group contact no later than 4 p.m. the day before the scheduled meeting. If the person(s) responsible does not get the code during normal working hours, Boone Electric will not send personnel to open the meeting room after working hours or on weekends. Furthermore, the meeting room will not be available before 7 a.m. and must be vacated by 10 p.m. No reservation shall be considered confirmed until full payment has been made (if required) at least one week in advance of the scheduled reservation date and the group has written confirmation of the reservation. Cancellations are fully refundable and are requested at least 24 hours in advance of the scheduled event. Please allow 7-10 business days for receipt of refund for a cancellation.

<b>Description</b>	<b>Fee</b>	<b>Deposit (refundable)</b>
Single Room/day	\$0	\$100
Two Rooms/day	\$0	\$200
Three Rooms/day	\$250	\$300
Kitchen/day	\$100	\$200
IT or Audio/Visual assistance by BEC Staff	\$50	
Returned Check Fee	\$25	

A refundable damage deposit is required to secure all facility rentals (see fee schedule above). However, the authorized representative will be responsible for any damages done to the facility during the period of rental, including outside vendors and attendees. If repairs or replacement costs exceed the amount of the damage deposit, the authorized representative will be responsible for the excess amount, and charges will be made.

No signs, posters, banners or decorations may be pinned, taped or affixed in any way to doors, walls or ceilings. No adhesive tape of any kind can be used on the meeting room walls, hallways, furniture or carpet. No use of glitter, confetti or similar products will be

allowed in the facility. Use of such items in violation of this policy will result in immediate surrender of all deposits and fees paid and may result in further assessment of the costs to further clean/repair the facility not covered by such deposits or fees.

A projection screen and an overhead projector in each room is available for use. Dry erase boards are available upon request. IT support is not available after business hours.

No alcoholic beverages may be consumed. No open flames or burning of any substances, and no smoking cigarettes/cigars/pipes, use of e-cigarettes or vapor products are allowed inside the facility. Food and drinks may be brought in, but all trash must be properly disposed of in receptacles. Groups using the room(s) on Friday night, Saturday or Sunday should remove their trash from the premises since no janitorial service is available over the weekend.

Only certified service animals are allowed in the facility.

Children under the age of 18 must be supervised at all times.

BEC staff will be permitted to enter the premises at any time.

The inside of the facility, as well as the parking lot on the premises, is under surveillance 24 hours per day. Emergency exits and procedures are posted in each room. It is the responsibility of the authorized representative to communicate this information to all attendees.

Music or sound use must be at a level to be considerate of other groups using the facility. Groups may be asked to leave if disruptive.

Each group shall be responsible for their own set up and clean up. A designated representative must be present and accept any deliveries or catering orders for their group; Boone Electric will not accept these. A clean up check list will be provided to each representative.

Boone Electric Cooperative reserves the right to revoke a group's application and/or reservation for abuse of the room or for non-compliance of these rules as set forth herein or for any reason whatsoever.

---

Applicant

---

Date

---

Boone Electric Representative

---

Date