**Policy No.:** 706

**Subject: Community Room Use**

**Objective**: To establish guidelines for the use of the Cooperative’s community room by members and the public.

**Policy:**

The Cooperative community room facility shall be made available to members and the public on a fair and consistent basis that results in maximum utilization of the community room and associated facilities.

No specific group, political, religious, civic, or other shall be considered as excluded provided that they comply with the established rules and regulations governing its use.

Use of the community room will be on a first-come, first-serve basis and all members and others must complete a Facility Use and Save Harmless Agreement prior to using the community room.

The Office personnel shall be responsible for scheduling member and public use of the community room.

The Cooperative reserves the right to deny any application to use the community room for any reason.

**Responsibility:**

The general manager is responsible for implementation of this policy and may delegate to appropriate staff the various activities necessary to carry out this policy.

**Disclaimer:**

This policy cancels any other policy or resolution previously adopted which conflicts with the position herein established.

Date adopted: 01/25/2019

Date revised:

Date reviewed: 02/21/2020

**PUBLIC USE OF THE COOPERATIVE'S COMMUNITY ROOM AGREEMENT**

FACILITY USE AGREEMENT AND SAVE HARMLESS AGREEMENT FOR USE OF THE H-D ELECTRIC COMMUNITY ROOM

We, the undersigned, do hereby acknowledge that we have been authorized to use the

community room at H-D ELECTRIC COOPERATIVE, INC. for a special event.

We understand that there is no charge for the use of said facility for a recognized non-profit organization and a $25 charge for other groups.

We hereby agree that we will responsibly use the facility.

We will inspect the facility prior to use and 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 H-D ELECTRIC COOPERATIVE, INC, harmless from any and all claims, either by us or those who participate in the use of the facility or Cooperative owned equipment. I understand video surveillance may be used throughout the property.

We further agree to leave the room in a clean and orderly condition, to return the tables and chairs to the original set up, close and lock the doors providing access to the facility and to return the keys to said facility. We understand failure to return the key/ key card or key fob will result in a $20 replacement charge.

I hereby certify that I am an authorized representative of the group seeking to use the facilities and that I personally, on behalf of said group, accept responsibility for any damages to said facility and agree to comply with the rules and regulations on the use of the facility.

Dated this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adult Sponsor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (for youth groups only)

Office Use:

□Scheduled □Key Picked Up □Key Returned Fees: □Non-Profit □Room Fee collected

**RULES AND REGULATIONS FOR H-D ELECTRIC COOPERATIVE COMMUNITY ROOM USE:**

The facility may be reserved by the following:

 ● Any non-profit or community-related entity for purposes such as public meetings, membership meetings, informational meetings, AA meetings or similar support groups etc. may use for free of charge.

● Other gatherings such as weddings, showers, birthdays, anniversaries, family gatherings, graduations, business conference room etc. may use for a fee of $25

● The facility may only be reserved up to 1 year in advance and for one date at a time unless specifically approved by the General Manager or Finance and Administration Manager.

Maximum occupancy for the community room is 85 people. Tables and chairs are available for use, we currently have 10 – 8ft tables and 50 chairs.

The person who signed the facility use agreement is responsible for the condition of the

community room. Failure to comply with the rules and regulations will be grounds for denying the group’s future requests to use the facility. 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.

To enter the building with the key card/fob, use the east entrance. From there you may either use the inside key switches to unlock the handicap accessible doors or the hex key for the non-accessible doors.

Things to avoid:

* Alcohol and smoking use are not permitted in the facility or on the premises at any time.
* Please avoid serving colored punches or beverages (particularly red) that may stain the carpet.
* Please avoid using tape on the walls as there is a tendency for the paint to peel off.
* Please avoid activities that may cause excessive wear on floor surfaces are prohibited.
* Please avoid going into any other areas of the office besides the community room, restrooms and entryway.

Please make sure before leaving:

* Please leave the room in a clean and orderly condition and reset tables and chairs back to the original set up, unless otherwise requested.
* Please make sure all refuse is picked up and disposed. Full garbage bags may be closed and left outside the east door.
* Please make sure the floors are clean. A vacuum cleaner is located next to the refrigerator.
* Please adjust the setting on the thermostat back to the original setting.
* Please make sure the doors are locked and leave the keys in the drop box or on the countertop when you leave.
* The main overhead lights are motion activated and automatically turn on and off. The switches will override them. Please leave the main overhead lights on as they will turn off automatically. Please make sure the recessed can light over the coat racks is turned-off before you go.

In the event of an emergency, please contact our after-hour dispatch center at 605-874-2171 for immediate assistance and they will contact H-D personnel. Please report any other problems or concerns during business hours Monday through Friday between 8:00 a.m. and 4:30 p.m.

Snow removal of parking areas, sidewalks or roads leading into the facility will not be provided during non-business hours. A shovel will be available if you wish to shovel in front of the entrance or sidewalks.

Video surveillance may be used throughout the property.

H-D Electric is pleased to be able to offer our facility for community use and we appreciate your assistance in helping us maintain our facility.