

GUIDELINES FOR USE OF THE DARKE RURAL ELECTRIC COOPERATIVE KITCHEL COMMUNITY ROOM

OBJECTIVE:

The primary purpose of the Darke Rural Electric Cooperative (DREC) community room is to serve the operations, training and internal services of DREC. Following employee needs for the community room, consistent with DREC's mission, the use of the community room will be to serve our members and support the communities we serve.

MAY BE USED FOR:

- a. The community room may be used by groups serving the community or providing a benefit to the community. Meetings of nonprofit based groups devoted to agricultural, business, professional, community, and civic activities that serve or provide a benefit to the community supported by DREC.
- b. Meetings of other electric cooperative groups or DREC affiliated entities.

MAY NOT BE USED FOR:

- a. Social functions (examples: recitals, private parties, birthday parties, receptions, etc.)
- b. Meetings for the purpose of making direct sales or the taking of orders for sales of services or products for the making of profit or investments of any kind or any fundraising event.
- c. Regular recurring meetings or gatherings of any organization or individual.

All users should have a clear understanding that DREC has first option to utilize the meeting room. Therefore, if the need arises, a previously scheduled community room meeting may need to be rescheduled due to usage by DREC.

The **DREC community room** will be limited to groups of 60 people maximum and only 56 chairs and 10 tables can be provided. Authority to schedule use of the DREC community room is vested with the executive staff of DREC and shall be coordinated through the Director of Communication and Member Relations. Users will use the double doors that lead to the community room.

DONATIONS/FEES:

A \$150 returnable deposit will be required from all renters. The deposit will be returned upon compliance with this agreement and when inspection of the facility by DREC has been completed and approved as satisfactory. The deposit is not to be considered as a limit of liability for damage to the property of DREC. Management of DREC may take any legal action necessary to recover additional damage. Damage to the facility or its property will be assessed depending on replacement costs. Missing or broken items will be charged at their replacement value. A cleaning fee of \$25 will be charged for all meetings that serve food.

PAYMENTS:

All payments (deposit/cleaning fee) are due with the completed reservation form or your request will be voided and the date made available to others. A reservation form must be completed and signed by the person responsible for the room rental **ONE WEEK** prior to the date of request. There will be no refunds for cancellations; however, an alternate date can be selected within 12 months.

Usage Hours:

Monday through Saturday 7:30 a.m. to 10:00 p.m. The community room is closed and unavailable on the following holidays: New Year's Eve, New Year's Day, Easter weekend, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

RULES FOR USE:

1. The facility and grounds shall be left in the condition in which they were found.
2. Groups will need to advise DREC regarding the desired set up of tables and chairs for their event.
3. The use of any tobacco products is strictly prohibited on the DREC premises.
4. Alcoholic beverages are prohibited on premises.
5. No candles allowed of any kind.
6. No pets are allowed in the community room.
7. Confetti and decorations affixed to walls are not allowed.
8. The Applicant shall assume full responsibility for the organization or group using the facilities including the following:
 - a. Conduct of any patron, guest, or visitor who attends an event. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted and violations of any of the foregoing conditions will be basis for refusal of use of these facilities. DREC assumes no responsibility for supervision and/or chaperoning any event scheduled in DREC facilities.
 - b. All damage to, or misappropriate use of DREC facilities furniture, fixtures, building or equipment caused by the group or its members or their guests. Each group will be held financially responsible and held liable for reimbursement to DREC for any such damage or loss.
 - c. Securing the room and its contents and outside entrance doors being properly closed and locked if the meeting ends after 4:30 p.m.
9. Food service will be allowed on premises; however, preparation of food which requires cooking will be prohibited. When food is served, all garbage and refuse will be placed in containers and any dishes or tableware furnished by the Cooperative will be left clean and ready for re-use. Food left in the refrigerator overnight shall be considered abandoned and disposed of the following day. DREC shall not be responsible for containers left on the premises.
10. Groups that use the community room must be responsible for all clean up. Floors, tables, etc. will be left as found.
11. The Cooperative will not supply any paper or plastic goods for public use.
12. The Cooperative will not supply food items for public use.
13. The Cooperative will provide beverages for a nominal fee.
14. The Cooperative will arrange the provided tables and chairs as desired; this will be the responsibility of the Cooperative.
15. The Cooperative will not furnish equipment such as televisions, video equipment, projectors or other audio-visual equipment, except where Cooperative employees are involved and have been properly trained. Wi-Fi access is available to community room users, as long as it is used for legal purposes.
16. The community room and the adjoining support rooms (entrance lobby, restrooms and kitchen) shall be the only rooms made available for public use. Persons attending meetings in the DREC community room will not be permitted in the office portion of the building, unless accompanied by a Cooperative employee.

17. Granting of permission to use the DREC community room does not constitute DREC endorsement of the activities or purposes of the user group. Unauthorized use of the DREC name, other than to indicate the location of an event, is prohibited.
18. Event capacity may be less than the maximum room capacity as determined by state fire code and room set-up requirements.
19. Cameras are installed in hallways, break room and community room.

Reservations:

1. Authority to schedule use of the DREC community room is vested with the executive staff of DREC and shall be coordinated through the Director of Communications and Member Relations.
2. All requests for use will be confirmed on a written form of application supplied by the Cooperative. These rules governing the use of the room will be a part of the application.
3. DREC reserves the right to reject any request for use of its facilities and to terminate use at any time for any reason.
4. DREC reserves the right to reschedule any event.
5. Reservations may be booked no more than one year prior to the event.

Application for Use of the Darke Rural Electric Cooperative Kitchel Community Room

Thank you for your inquiry regarding the use of the Darke Rural Electric Cooperative (DREC) meeting facility. For our records, please complete the following and return to:

Darke Rural Electric Cooperative
Attn: Jennifer Davenport
P.O. Box 278
Greenville, OH 45331
Phone: 937-548-4114
Fax: 937-548-0446
Email: jend@darkerec.com

Name Applicant: _____

Name & Type of Organization: _____

Date(s)/Time(s): _____ Number Attending: _____

Home Address: _____

Business Address: _____

Telephone: (H) _____ (C) _____ (W) _____

Describe the intended use of the room: _____

How many people will be attending: _____

The organization agrees to follow the published guidelines for the use of the community room attached and made a part of this application. The guidelines for the use of the community room are incorporated by reference into the terms of the application and use agreement. By signing, the undersigned person affirms that the group is serving or providing benefit to the community supported by DREC and will not use the room for social functions (such as recitals, private parties, birthday parties, receptions, etc.) or meetings for the purpose of making direct sales.

If the application is approved, for publishing information in newsletters, please be sure to specify our facility as, Darke Rural Electric Cooperative Community Room and list **a direct phone number** for questions. However, do not indicate that the event or organization is affiliated with or being endorsed by Darke Rural Electric Cooperative.

The person signing this application also agrees that submitting the application does not guarantee use of the DREC community room. DREC management has full discretion for approving applications.

Signature: _____ Date: _____

DREC USE ONLY

Received by: _____ Date: _____ Approved / Rejected

\$150 Deposit Received: _____

Deposit returned upon completion of inspection: _____

**Use of: Darke Rural Electric Cooperative Community Room
Facilities Indemnification**

I, _____, hereby certify that I am authorized to sign contracts on behalf of the organization or group listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the Application for use of Darke Rural Electric Cooperative (DREC) facilities. In consideration for my organization or group's use of the DREC community room, I, the undersigned, hereby agree to the following:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Application, as established by DREC. I understand that all reservation forms must be signed before consideration of use approval, that submission of a reservation form request does not constitute approval, and that a copy of my application will be returned to me after approval.

2. I hereby agree that I, my heirs, executors, and assigns, the organization's members and guests and their heirs, executors, and assigns will not make claim against, sue, attach the property of, or prosecute DREC and its employees, officers, officials, volunteers, agents, and contractors.

3. I have been given a complete copy of the Guidelines for the Use of the Community Room. I certify that I have received, read, and understand this document, the Guidelines for the Use of the Community Room and all other documents given to me by DREC in connection with my application to use a DREC facility. I, the undersigned, on behalf of the below-listed organization or group do hereby agree that my guests and I will abide by the guidelines governing the use of this facility and will be responsible for the appropriate conduct of persons in attendance any damages to the facility, furniture, or equipment caused by our occupancy of the premises.

Name: _____

Organization: _____

Applicant Signature: _____ Date: _____

Day Phone: _____ Cell Phone: _____

Alternate Contact Name: _____

Day Phone: _____ Cell Phone: _____