

Approved By
Board of Directors
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Boone Electric Cooperative
Policy No. S-16

COMMUNITY ROOMS

I. OBJECTIVE

To establish guidelines to be followed for the use of the Boone Electric Community Rooms.

II. CONTENT

- A. 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 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.
- B. 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.).
- C. There shall be no fund raising 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 political candidates or groups (except for each party's central committees to plan activities). The room cannot be used for religious or spiritual gatherings.
- D. Employees of Boone Electric Cooperative may reserve the room for social functions (family reunions, birthday parties, etc.) however, priority is given to community groups. Employees may reserve the room no more than 30 days in advance of the date requested. Employees may not use the room for commercial gain and shall adhere to the rules for general public use as listed in items C, G & H of this policy.
- E. Organizations requesting use of the room(s) are limited to a minimum of ten (10) people. Use of the South Room, North Room 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:

South Room: maximum of thirty (30) persons with tables or forty (40) persons with chairs.

North Room: maximum capacity is forty (40) persons with tables or sixty (60) persons with chairs only. Maximum capacity in the facility using both rooms is one hundred (100) persons. Meeting participants should park in the north parking lot. If the meeting is held during BEC business hours, the parking in front of the building must be left available for members doing business inside the Cooperative. Overflow parking is available on the south side of BEC's headquarters, however carpooling is recommended for large groups.

- F. No one (1) organization shall be permitted to dominate the use of the room. Charitable, community-oriented organizations that have used the room in the past may schedule meetings a year in advance beginning November 1 to November 15 of each year. Open scheduling for new charitable, community-oriented groups shall begin on November 16 of each year. If the community room's calendar has remaining open dates, other charitable, community-oriented organizations that meet the criteria as established in Section B & C above, may submit a request for use of the room at least 15 days prior to the date requested. Applications for use of the room will be reviewed by the Cooperative. BEC reserves the right to reschedule a group's meeting due to a conflict.
- G. There will be no charge for the use of the community room. However, the key must be picked up at the cooperative office no later than 4 p.m. the day of the meeting or the last working day before the meeting if the meeting is on a weekend or holiday. If the person(s) responsible for picking up the key does not get the key 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 must be vacated by 10 p.m. and the key placed in the key drop box located outside the west entrance of the community room. The person that signs the application is responsible for not leaving the room unlocked and unattended and for locking the room after vacating it. If the key is lost by that person and/or group, there will be a minimum charge of at least two hundred dollars (\$200.00), as it will be necessary for the Cooperative to change all locking mechanisms.
- H. No alcoholic beverages may be consumed in the room, and no meals can be prepared. 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.
- I. Each group shall be responsible for placing the tables and chairs back in their designated storage areas following their use of the room. The Community Room will be checked for damage following each meeting. Groups causing

damage to the Community room will be charged for repairs. 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.

III. RESPONSIBILITY

The CEO/General Manager is responsible for administering this policy and for recommending to the Board of Directors or its committee any changes deemed desirable.