

RULES FOR USE OF MEETING ROOM

1. The facilities shall be available to individual member owners; farm, rural or charitable related organizations; youth groups; associated business groups; governmental agencies; or other similar or related associations.
2. All reservations shall be made at the office of the Cooperative to insure availability, a request form shall be executed, and a key obtained from the receptionist at the time of scheduling of the meeting facilities.
3. For those organizations or individuals utilizing the facilities, the responsibility for obtaining a key under the above procedure shall not be changed for those associated organizations, youth groups, or individuals eligible for use of the facilities.
4. The facilities shall not be available for commercial use, promotional use, or groups with ideals inconsistent with those of the cooperative.
5. The person, or persons, requesting use of the facilities shall provide the office with information on 1) the number of people expected to attend the meeting, 2) the name of the organization or the nature of the meeting, 3) the name and telephone number of the person, or persons, responsible for scheduling the facilities.
6. The facilities shall be available on a first requested basis, outside of REMC use, and shall be available from 8:00 AM to 11:00 PM, Sunday through Saturday. The REMC shall retain the right to limit the use of the facilities within a period of time, to any organization or individual.
7. The REMC limits certain activities or utilization of the meeting room, as follows:
 - A. No alcoholic beverages, gambling, dances, or card parties shall be permitted within the facilities.
 - B. The REMC meeting room is a no-smoking facility.
 - C. The meeting room and all equipment must be left in the condition as found at the beginning of the meeting.
 - D. All meeting rooms must be vacated by 11:00 P.M.
 - E. Any lost, damaged, or broken property must be paid for by the person, or persons, scheduling the facilities.
8. The meeting rooms are very much in demand. If a previously scheduled meeting is cancelled, the REMC shall be notified immediately. Failure to notify the REMC of cancellation of any meeting will cause the REMC to deny future use of the facilities.

9. If the group plans refreshments, a catered meal, or a carry-in dinner, the person, or persons, that scheduled the meeting must, while in the office, request information regarding the proper use of the food facilities.
10. The REMC reserves the right to cancel a reservation for the facilities with a minimum of fifteen, (15) days notice. Severe weather or other local emergencies are cause for immediate cancellation, at the discretion of the REMC management.