



## Meeting Room Rules

1. The meeting room facility must be reserved by a member of the co-op for meetings/events related to business, community, civic, youth, personal, or social events such as weddings and baby showers, birthday parties, anniversaries, family reunions, etc.
2. The Cooperative Meeting Room will not be used for political rallies or campaigns for specific partisan political issues or candidates; commercial use of the facility is not allowed; this includes solicitations or for profit sales, etc.
3. There is no charge for the meeting room use by our Members.
4. Each individual, group or organization may only use the room four times per year.
5. There will be a cleaning fee to ensure the facilities are clean for member's use. The payment for the cleaning fee is to be made payable to the Farris Janitorial Service. \$100.00 for meeting room only or \$130.00 for meeting room and kitchen use (subject to change). This fee payment is to be received prior to release of door code and is due at time of reservation.
6. A door code will allow the group access to the meeting room, kitchen, restrooms, and storage closet. The code will only be valid for the days/hours included in the reservation. Therefore, please have everything from your event removed from the building by the designated date/time.
7. If reservation is cancelled in writing at least ten (10) days in advance, the cleaning fee will be refunded.
8. All requests to use the room are processed on a first-requested, first-accommodated basis. A reservation is not complete until the cleaning fee is received.
9. The responsible member shall be present at all times during the event and takes full financial responsibility for any damages this includes any damage to the building, furniture fixtures, and equipment on the premises, caused by the members and their guests. Children must be supervised by an adult at all times.
10. Maximum occupancy 250 people.
11. The serving of alcoholic beverages or persons under the influence, will not be allowed on the premises. Alcohol, illegal drugs, and smoking is not allowed in the building. Disorderly conduct, offensive language, or acts of violence will not be permitted.
12. Decorating the meeting room is permitted provided props and decorations are not attached to the walls, floors or ceilings in a way that will leave holes or damage to the building. Hooks along two walls will be provided for hanging decorations that are no more than 5 lbs.
13. Open flames, burning incense, and lit candles are not allowed, except for small candles on a cake.

14. Serving food will be allowed. Member is responsible for general clean up. A dumpster will be provided and all garbage must be taken out after each event. All decorations, litter and other debris must be removed. Trash cans and trash bags are provided.
15. Outdoor grilling is available on the cooking pad, located behind the building. Water and exterior outlets are located at the cooking pad. Members are responsible for their own electrical cord or water hose.
16. The Cooperative has 250 chairs, 25 tables 8-foot-long, and 2 round 60-inch tables that are available. Members will be expected to arrange the setup, take down, and properly return tables and chairs back into the storage closet. Room furniture may not be placed outside of the building for any reason.
17. Non-compliance with any of the conditions may result in refusal by Cooperative for use of the facility during an event or in the future.
18. Lamar Electric Cooperative reserves the right to deny the use of the meeting room for any reason.
19. Unforeseen needs for the room by Lamar Electric Cooperative (ice storm, etc.) may preempt any other scheduled event.

## RESERVATION REQUEST FORM

PLEASE PRINT:

Responsible Member Name (Must remain on site during rental): \_\_\_\_\_ Account# \_\_\_\_\_

Organization Name: \_\_\_\_\_

Street Address \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Daytime/Cell Phone \_\_\_\_\_

Event Description \_\_\_\_\_

Date & Time of Event \_\_\_\_\_ # of Guests \_\_\_\_\_ Kitchen Requested YES \_\_\_\_\_ NO \_\_\_\_\_

Access Date & Time \_\_\_\_\_ End Time & Date \_\_\_\_\_

Signature of Responsible Member \_\_\_\_\_ Today's Date \_\_\_\_\_

### OFFICE USE

Received Cleaning Deposit in the amount of \_\_\_\_\_ on \_\_\_\_\_ Check (# \_\_\_\_\_)

Received by \_\_\_\_\_

Door Code \_\_\_\_\_