

COMMUNITY ROOM RESERVATION GUIDELINES

Careful observance of the following guidelines will allow North Central Electric Cooperative (NCE) to provide the use of the Community Room for the public indefinitely. However, any abuses will be noted, and the accommodation will, of necessity, be discontinued immediately. We reserve the right to modify these guidelines as needed.

ROOM CAPACITY: 218

RATES / FEES

Member Rental rate: \$200.00

\$500 Security Deposit (Returned to member)
\$100 Cleaning Fee
\$100 Administrative Fee

Non-Member Rental rate: \$700.00

\$500 Rental Cost
\$100 Cleaning Fee
\$100 Administrative Fee

ACTIVITIES ALLOWED:

- Training sessions
- Discussion Groups
- Graduation Parties
- Presentations
- Business/Government Meetings
- Bridal/Baby Showers

RESTRICTIONS:

- No promotions or solicitations to sell products or services (i.e., garage sales, flea markets, etc.)
- No demonstration that could damage the building or equipment
- Number of persons in the room and the impact on parking can be issues. Large groups must verify details before making a reservation
- No unlawful activity
- No animals, reptiles, birds, or insects
- No activities that disrupt others such as loud music during business hours
- No alcohol, beverages containing THC, smoking, vaping, or tobacco
- No glitter or confetti

RESERVATION & PAYMENT:

- Reservations for the Community Room shall be made as far in advance as possible to secure the date.
- Payment must be received prior to using the room. Checks are payable to North Central Electric Cooperative. Credit cards are also accepted. In the event an organization uses a purchase order system and cannot make payment prior to using the room (i.e., government organization), the cooperative will invoice the organization.
- NCE reserves the right to refuse the use of the Community Room to any person or organization.
- NCE reserves the right to first option for the Community Room. NCE will not contract for continual meetings by the same organization (i.e., weekly/monthly meetings).

AVAILABILITY:

The Community Room will be available from **7 a.m. to 11 p.m.** After-hours use will require the group's host to make prior arrangements during normal business hours Monday through Friday (8 a.m. to 4:30 p.m.) so they can access the Community Room. A temporary entrance code will be assigned to the lessee. Lessee will be responsible for using this code as their key for entrance and admittance of guests to the Community Room during their event. The code will be set to expire after the lessee's allotted rental time.

EQUIPMENT:

The following equipment is available:

- TVs
- Video Board
- Microphone
- Internet Access
- Podium

Other equipment, including a computer/laptop is the responsibility of the group. For technical assistance during normal business hours, please ask at the contact person provided to the group. If your group is using the room outside of normal business hours and has concerns about how to use equipment, please plan to stop in prior to your event to test it out.

KITCHEN USE & REFRESHMENTS:

The kitchen area may be used and is included in the room fee. Kitchen equipment includes an Air fryer, microwave, refrigerator/freezer, coffee maker, dishwasher, utensils, coffee cups, etc.

SET UP & CLEAN UP

Set up and clean up are the responsibility of the group. Groups are expected to leave the room clean for the next group. During the work week, NCE will take care of garbage. However, on the weekends, those that have significant garbage are asked to dispose of it.

CONTACT:

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