



## **Blachly-Lane Electric Cooperative Multi-Purpose Room Guidelines**

Blachly-Lane's Multi-Purpose Room was designed primarily as a board meeting room and training room for Blachly-Lane employees and other uses of the Cooperative. The space may be reserved and used by co-op members and community groups under the following guidelines, intended to protect this asset of Blachly-Lane for its members.

1. Blachly-Lane Cooperative's business needs have priority in the scheduling of the Multi-Purpose Room. Scheduling for use by co-op members and community groups is coordinated by Blachly-Lane's Administrative Assistant or Member Services Manager and the room can be scheduled a maximum of two months in advance. Standing or frequently re-occurring meetings are generally not accepted. Reservations for the Multi-Purpose Room space are on a first-come, first-served basis. A new application must be submitted for each use of the facility. A \$250 deposit will be charged to reserve the room and/or kitchen. \$225 of the deposit is refundable for use of the room and \$175 is refundable if the kitchen is used *as long as the below conditions are met*. A deposit will be required prior to each use of the space.
2. Blachly-Lane Cooperative reserves the right to cancel any meeting if the room is needed for Cooperative business. It is the Applicant/Responsible Individual's responsibility to re-confirm availability 24 hours prior to a scheduled meeting.
3. The Multi-Purpose Room may be reserved only by Blachly-Lane members and employees on behalf of groups or non-profit organizations to which they belong. A co-op member also may reserve the space for a meeting of a local for-profit business for which he or she works or serves in an advisory capacity. In any event, the space shall not be available for any function open to the general public, at which admission is charged, products or services are being sold or advertised, or money is being raised. The room shall not be made available for religious meetings, church services, or political gatherings. The Co-op reserves the right to decline any scheduling request.
4. Scheduled meetings may be held between the hours of 8 a.m. and 10 p.m., Mondays-Saturdays and Sundays by special arrangement. First-time Applicant/Responsible Individual must schedule an orientation by Blachly-Lane staff prior to the scheduled event. Such orientation shall occur during regular business hours.

5. Meeting participants shall be confined to the assigned Multi-Purpose Room area, and entrance to the rest of Blachly-Lane facilities is not permitted. Meeting participants must use the designated Multi-Purpose Room parking and entrance. Restrooms are available in the Multi-Purpose Room area.
6. Minors must be supervised at all times.
7. Parking is limited. During business hours Multi-Purpose Room parking limit is 24 vehicles in designated areas only. Evening and weekend meetings can accommodate parking for 37 vehicles. Parking shall be in designated spaces only. Total attendance may not exceed 50 people.
8. A catering kitchen is available to allow food and beverage service in the Multi-Purpose Room. Applicant/Responsible Individual must supply all of their own food service items (napkins, ice, etc.) A coffee pot and tableware are available and included if desired.
9. All trash and recycling must be disposed of in the receptacles provided. The facility must be returned to its original condition. The Applicant/Responsible Individual is responsible for reasonable cleaning and care of the room, and any damage to the general condition of the room following use. At the conclusion of a meeting, it is the responsibility of the Applicant/Responsible Individual to ensure all tables & chairs are returned to the positions shown on the posted room layout.
10. Blachly-Lane's property is designated as a non-smoking facility. Smoking and tobacco products are not permitted anywhere on the premises. Alcoholic beverages are not permitted on the premises.
11. Applicant/Responsible Individual must understand the security features of the building. A key fob will be provided to the south-side door. The fob must be returned to the BLEC office during business hours the first business day following use of the room. The Multi-Purpose Room must be secured after use. An after-hours phone number will be provided as a contact in case of emergency; this contact information shall be supplied to the Applicant/Responsible Individual prior to the meeting.
12. The Applicant/Responsible Individual is responsible for clean-up and care of the room and returning it to its original condition, and will be held responsible for any damage following use. The Applicant/Responsible Individual will be assessed reasonable charges for repair or replacement of any damaged items. Failure to comply with the Blachly-Lane Multi-Purpose Room guidelines may result in withdrawal of Multi-Purpose Room use privileges.
13. Members and employees requesting use of the room must complete Attachment A and return it to the Cooperative for consideration.



**Attachment A**

**MULTI-PURPOSE ROOM APPLICATION**

Member Applicant/ Responsible Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Meeting/Event Title: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

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

Meeting Date: \_\_\_\_\_ Set-up Time (hour begins) \_\_\_\_\_ (hour ends) \_\_\_\_\_

*(You will be allowed access to the room at the starting time given for set-up above.)*

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS:**

When reviewing requests for use of the room, responses to the following questions will be taken into consideration:

1. Is this an activity or group that provides support and assistance for Blachly-Lane members?

Please explain: \_\_\_\_\_

\_\_\_\_\_

2. Is this an activity or group that promotes youth, community, wellness and safety in concert with Blachly-Lane Electric's core values? Please explain.

\_\_\_\_\_

\_\_\_\_\_

3. Is the requesting person or group a non-profit entity? Yes \_\_\_\_\_ No \_\_\_\_\_

***Checklist (Please initial each item)***

\_\_\_\_\_ I/we have read, understand and agree to comply with BLEC's Multi-Purpose Room Policy.

\_\_\_\_\_ I/we will leave the room per BLEC's instructions: Garbage placed in waste containers; floor free of debris; lights turned off; furniture returned to its original positions.

\_\_\_\_\_ I/we will return the key fob to the BLEC office during business hours the first business day following use of the room or my deposit may be forfeited, unless other arrangements have been made.

\_\_\_\_\_ I/we understand that the room is not to be open to the general public.

\_\_\_\_\_ I/we understand that while using the meeting room, no admission may be charged, no products may be solicited, advertised or sold, and no fundraising is to be conducted.

\_\_\_\_\_ I/we will notify BLEC of a cancellation at least 24 hours prior to the date of reservation.

\_\_\_\_\_ I/we understand that failure to comply with BLEC's policies may result in the loss of my deposit and loss of future use of the meeting room.

Applicant/Responsible Individual Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

*For Internal Use:*

Deposit check number: \_\_\_\_\_

Requested use of:

Room only (\$225 refundable) \_\_\_\_\_

Room and Kitchen (\$175 refundable) \_\_\_\_\_

Amount refunded: \_\_\_\_\_ Date: \_\_\_\_\_