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# Riverland Energy Cooperative

## Arcadia, Wisconsin

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### Policy #35

**SUBJECT:** Use of General Facilities, Meeting Room and Kitchen Facilities

**OBJECTIVE:** To establish the conditions and responsibilities of groups, organizations or individuals who desire to use the cooperative's meeting room or kitchen facilities.

**POLICY:** The meeting room and kitchen facilities shall be available on the following guidelines:

1. Functions of the cooperative requiring these facilities shall have priority over all other uses.
2. Subject to # 1 above, the facilities shall be available in priority order as follows:
  - a. For governmental meetings, community and service organizations, educational meetings, clubs, and non-profit groups between the hours of 7:30 a.m. and 9:00 p.m. Available at no charge.
  - b. Members of the cooperative may use the meeting room and kitchen facilities on any day of the week including weekends from 7:30 a.m. until 4:00 p.m. for a fee of \$100 per day with only one booking per weekend. The member registering for the room will be personally responsible for any damage to the facilities or equipment owned by Riverland Energy.
  - c. Non-members of the cooperative may use the meeting room and kitchen facilities at the General Manager's discretion up to and including Monday through Friday from 7:30a.m. until 4:00 p.m. for a fee of \$100 per day, and may be required to provide a deposit prior to use of the room. The individual registering for the room will be personally responsible for any damage to the facilities or equipment owned by Riverland Energy.
  - d. The manager has the authority to waive the meeting room days and hours of use, fee, and deposit if in his/her best judgment the fee would create a hardship for a worthwhile community service.

- e. The cooperative reserves the right to reject or cancel the use of the meeting room at any time and for any reason.
3. Fees shall be paid, and the Community Room Contract signed at the time key cards are picked up and key cards must be picked up during normal office hours between 7:30 a.m. and 4:00 p.m. on Monday through Friday excluding holidays. A fee for re-keying all cooperative facilities will be assessed if key cards are not returned.
4. An adult shall be present and supervise all youth activities.
5. No tobacco products, alcohol, or drugs shall be consumed in these facilities, which includes grounds, and any illegal activities will not be allowed.
6. Equipment, materials, or other items shall not be left or stored in the meeting room or kitchen.
7. All set-up, take-down, clean-up, and garbage shall be the responsibility of the organization, group, or member using the facilities.
8. All tables, chairs, kitchen items, etc., shall be returned to their original location.
9. All damage, loss or theft, shall be the responsibility of the organization, group, or member using the facilities.
10. Upon leaving, all lights shall be turned off and all doors locked.
11. Key cards shall be returned to the drop box on the entry of Community Room.
12. Any organization, group, or individual, not abiding by the aforementioned requirements shall be prohibited from further use of the facilities.
13. Additional facilities, equipment, or access to Wi-Fi requested for use by the general public will be approved on a case-by-case approval by the General Manager or staff. Wi-Fi password : riverland

**RESPONSIBILITY: General Manager and Staff**

Adopted:	November 29, 1963	Reconfirmed:	May 1996
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Revised:	November 20, 1981	Revised:	February 28, 2000
Reconfirmed:	April 19, 1983	Revised:	July 24, 2000
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Revised:	April 27, 1987	Reconfirmed:	May 29, 1990
Revised:	March 29, 1993	Revised:	April 26, 2010
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