

BELTRAMI ELECTRIC COOPERATIVE **COMMUNITY ROOM RESERVATION GUIDELINES**

Careful observance of the following guidelines will allow Beltrami Electric Cooperative 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.

Activities allowed in the community room:

- Training sessions
- Business/Government meetings
- Discussion groups
- Presentations

Restrictions:

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

Reservation and 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 Beltrami Electric Cooperative. Visa and MasterCard 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.
- BEC reserves the right to refuse the use of the Community Room to any person or organization.
- BEC reserves the right to first option for the Community Room. BEC will not contract for continual meetings by the same organization. (i.e. weekly/monthly meetings). It is acceptable to meet often, but not necessarily on a long-term basis.

Times available: The Community Room will be available from 7 a.m. to 11 p.m. After hours use will require the user to pick up a key during normal business hours (8 a.m. to 4:30 p.m.) so they can access the front door and Community Room. The user is responsible for locking the Community Room door and the front door and returning the key to the designated drop box when finished.

Equipment:

- Beltrami Electric can make the following equipment available: overhead projector, PowerPoint projector, VCR/TV/DVD, microphone, flip chart, white board, speakerphone, Internet access, podium and portable coat rack. Please check for availability. Other equipment, including computers/laptops is the responsibility of the user.

Rates:

- Rental rate: \$50.00

Room Capacity:

- 70 - This is a maximum and may not be appropriate during business hours. Because of limited parking, events held during cooperative business hours may need to limit the attendance of their groups. Carpooling is recommended.

Kitchen Use and Refreshments:

- The kitchen area may be used and is included in the room fee. Kitchen equipment includes electric range, refrigerator/freezer, coffee maker, dishwasher, utensils, coffee cups, etc.
- Users are responsible for their own refreshments. Coffee is available upon request and is included in the room fee.

Set Up and Clean Up:

- Set up and clean up are the responsibility of group. Users are expected to pick up trash and leave the room in good condition for the next group. During the work week BEC will take care of garbage; on the weekends those that have significant garbage are asked to dispose of it.
- Groups using the Community Room after regular business hours will be given a key to access the building and Community Room. The group's representative will be responsible for returning the key to the after-hours drop box located in the main lobby area.

To reserve room or for more information, please call 218-444-2540 or 800-955-6083