



## COMMUNITY ROOM HANDBOOK



**Beltrami Electric Cooperative, Inc.**  
**4111 Technology Dr NW**  
**Bemidji, MN 56601**  
**218-444-2540 | 800-955-6083**  
**[Beltramielectric.com](http://Beltramielectric.com)**

## COMMUNITY ROOM RESERVATION GUIDELINES

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

### Rates:

Rental rate: \$100.00

### Room Capacity:

70 – This is a maximum and may not be appropriate during normal business hours.

### Activities allowed:

- Training sessions
- Discussion Groups
- Presentations
- Business/Government Meetings

### 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 an issue. 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 and Payment:

- Reservations for the Community Room can be made up to 120 days into the future.
- All event booking and payments are processed online through **AllBooked**.
- BEC reserves the right to refuse the use of the Community Room to any person or organization.
- BEC reserves the right to the first option for the Community Room. BEC will not permit 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 pick up a key during normal business hours, Monday through Friday (8 a.m. to 4:30 p.m.), so they can access the front door and Community Room. The host is responsible for locking the community room door and the front door and returning the key to the drop box when finished or return it to the front desk at the cooperative the next business day.

### Equipment:

The following equipment is available: projector, microphone, flip chart, whiteboard, Internet access, podium, and portable coat rack. Other equipment, including a computer/laptop is the responsibility of the group. For technical assistance during normal business hours, please ask at the front desk. 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 before your event to test it out.

### Kitchen Use and Refreshments:

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

## CLEAN UP

To ensure this space remains clean, welcoming, and ready for every group that uses it, we ask all room renters to follow the guidelines below.

**Set up and clean up** are the responsibility of your group. A detailed cleanup checklist is posted on the wall near the main entrance and should be reviewed before leaving the room. Please take a few moments to complete each item on the list so the space is left in the same condition in which it was found.

Cleaning tools are provided for your convenience. A vacuum cleaner, broom, and Swiffer floor mop are located in the closet, and general cleaning supplies can be found under the kitchen sink.

### Garbage disposal

- Beltrami Electric Cooperative will handle garbage removal during normal business hours, Monday through Friday from 8 a.m. to 4:30 p.m.
- If your group uses the room outside of these hours, all garbage must be taken with you when you leave.
- Please be sure to replace used garbage bags with the extra bags provided so the room is ready for the next group.

Your cooperation helps us maintain this space in excellent condition and ensures a positive experience for everyone who gathers here. Thank you for helping us keep the room clean, organized, and ready to serve our community.

## FACILITIES OVERVIEW

This document is intended to serve as a guide for many of the capabilities and limitations of the facilities provided with the Community Room.

### THE USE OF THE COMMUNITY ROOM SHALL BE MADE AVAILABLE:

- When the use does not interfere with the normal activity and function of the cooperative
- When the requesting organization agrees to adhere to the Community Room Reservation Guidelines
- When the requesting organization has designated one individual host to assume full responsibility for the use of the facilities, equipment, furnishings, kitchen supplies, and the conduct of the group

The front door entrance is locked at 4:30 p.m. on weekdays and throughout the weekend. If your use of the room is outside of normal office hours, it is the group's responsibility to ensure doors are properly locked upon leaving. The key issued will unlock both the front door and the doors to the Community Room.

## LOCKING AND UNLOCKING THE DOORS

### Entering/exiting the building – leaving the front doors LOCKED

1. To enter from outside, insert the key into the lock cylinder and turn counterclockwise a little more than half a turn.
2. Pull the door open while holding the key in this position. The door will lock when closed.
3. To exit from inside, depress the paddle; this will retract the latch and allow you to push to the door to exit. The door will lock when closed.

### How to unlock the front door to allow free entry

1. Insert the key into the lock cylinder.
2. Depress and hold the paddle on the inside of the door.
3. Turn the key clockwise while continuing to depress the paddle. The key will turn almost  $\frac{1}{2}$  a turn clockwise.
4. Once the key is turned, you can release the paddle, and the latch should be held in the retracted position.
5. You can now return the key to the center position to remove the key from the cylinder.

6. To allow the free swing on the other door sections, release the manual flush bolts. These are located on the inside edge of the door 12 inches from the top and bottom.

### Locking the front door

1. Close the manual flush bolts on the door section adjacent to the keyed door section. These are located on the inside edge of the door, 12 inches from the top and bottom.
  - a. This is important because without these bolts to hold this door in place, the center of the doors will push out, allowing them to open even though the keyed section is locked.
2. To release the latch on the keyed door section to the locked position: Insert the key into the lock cylinder and turn counterclockwise; the latch will be released.
3. Return the key to the center position to remove.
4. Close the door and pull to confirm that it is latched.

## OTHER COMFORT FACILITIES

- Public restrooms are located just outside the entrance to the Community Room.
- Handicap-accessible doors are at the front entrance but may require assistance after hours when the outside doors are locked.
- Water fountains are located between the two restrooms in the lobby.

## KITCHEN AND RELATED FACILITIES

A functional kitchen is included with the room rental. It includes access to a conventional range with oven, microwave, refrigerator, dishwasher, coffee maker, etc. There is a stock of utensils, cups, etc. in the room.

Coffee is provided in the drawers beneath the coffee maker. **NOTE: DO NOT ADD WATER!** The machine is connected to a water source and doesn't require any additional water to be added. If a coffee pot is not empty before starting the brew cycle, it will overflow, so please be careful to only use empty coffee pots.

To use the coffee maker, turn the unit on using the on/lower switch. Once the filter and coffee have been placed into the filter holder and an empty coffee pot is placed on the main burner, press the start button.

## TABLES AND CHAIRS

**Note: It is the group's responsibility to set up the chairs and/or tables to your needs.**

Chairs and tables are included for a recommended maximum of 70 people. If more tables and chairs are needed, they are located in the closet with the double doors.

There are only 68 chairs available in the room; therefore, we request that groups limit attendance to a maximum of 70 persons, keeping in mind the parking issue referenced below. Large groups are requested to limit event times to periods outside of normal business hours.

## EVENT ATTENDANCE AND PARKING

BEC wishes to make our Community Room available to various community groups but does reserve the right to refuse the use of the room. The group size, time and date of event, and parking limitations cannot hurt the normal activity and function of the cooperative and other building tenants.

**The parking lot in front of the building is limited, especially during normal business hours.**

Community Room hosts are asked to monitor the parking lot and provide guidance on any issues to those attending their events.

- The front parking lot has a total of 44 designated parking spaces, some of which are reserved for handicapped visitors. Parking is available on the public streets when parking in the front lot is full.
- During business hours, the row closest to the building is reserved for 15-minute and BEC member

parking, leaving only 26 parking spaces available in the lot. Some of these parking spaces are used by building tenants and visitors during normal business hours.

- Because of the limited parking, hosts holding events during normal business hours are asked to limit the attendance of their groups.

### **Parking on the lawn is NOT allowed!**

Parking on the lawn will cause damage to the sprinkler system. Be aware that the automated sprinkler system may come on during evening meetings, and vehicles parked near the edge of the lot may receive some overspray, especially on windy days. This is reduced by parking in designated parking spaces or on the main roadway.



## **TECHNOLOGY AND RELATED EQUIPMENT**

BEC does not guarantee the availability of technical support for your presentations. When available, we are happy to assist, but here are some tips on helping to ensure your presentation operates smoothly. If your group is using the room outside of normal business hours and has concerns about how to use the equipment, please plan to stop in prior to your event to test it out.

BEC provides a projector, projection screen, wireless microphone, flip chart, whiteboard, and wireless internet access. We do not provide a laptop to be used for your presentations. Please plan to bring your own laptop if it is needed for your meeting.

### **VIDEO PROJECTOR**

The video projector is permanently mounted overhead. It is set up to project on the west wall onto a screen that is lowered from the ceiling. Both the projector and screen are remote-controlled using the CRESTRON control panel located in the southwest corner of the room.

1. To raise or lower the projector screen, press the power button. 
2. Connect to Community Room Wi-Fi.
3. Press the “Air Media”  button for wireless presentation. Follow the instructions on the projector screen.
4. (OR) To directly connect your computer to the presentation device, press “Wall Input”.
5. Use the volume control to adjust speaker volume.
6. Press “Mic Audio” to adjust the microphone volume.



## **USING YOUR COMPUTER FOR A PRESENTATION**

If your laptop does not detect the projector, most computers include some function button options to enable the projector’s display. Try using the Windows key + P.

### **NOTE: If you are using a MacBook**

1. Macs **NEED** to be plugged into power to work with the overhead projector. It seems that the USB-C ports go into a weird/low power state that causes video issues and jumping/bouncing of the projector video. There is usually a designated “POWER” USB port, so you may need to try all the different USB-C ports until the display becomes stable.
2. Macs don’t automatically change to the “Crestron” audio device. You may need to go into Settings/Sound and manually select the “Crestron” device.



## USING THE MICROPHONES

Two microphones are kept in the room for use when needed. One is a lapel-style wireless microphone, and the other is a standard handheld microphone.

- The microphones should be kept on the podium.
- You will need to press the power button on either microphone to turn them on/off.
- Press “Mic Audio” on the CRESTRON wall control to adjust the microphone volume
- **Please note that only one microphone will work at a time.**

## OTHER PRESENTATION TOOLS

### White (dry-erase) boards

There are two white (dry-erase) boards available. One is located within the wooden cabinet on the west wall. The other is a portable whiteboard on wheels. Use only the dry-erase markers provided.

**NOTE:** Please do not affix any signs or tape to these boards.

### Flip chart

The flip chart is located in the closet with the double doors in the room.