

# JREC Training Room Guidelines

## **OBJECTIVE:**

The primary purpose for the Jump River Electric Cooperative training room is to serve JREC's operations, training, and other meeting needs. In accordance with JREC's need for the training room, and consistent with cooperative principles and JREC's mission, the use of the training room as a Community Room shall be to serve JREC's members and the communities JREC serves.

## **ACCEPTABLE USE:**

1. Meetings of non-profit or JREC member-affiliated groups engaged in agricultural, business, professional, community, and civic activities that serve or provide a benefit to the communities served by JREC.
2. Meetings of other electric cooperative groups or JREC-affiliated groups, in conjunction with JREC staff.

## **PROHIBITED USE:**

1. Social functions (examples: private parties, birthday parties, baby/wedding showers, etc.)
2. Meetings for the purpose of making direct sales, or taking orders for sales or services or products for the making of profit or investments, or for advancing private business interests of any kind, not affiliated with JREC.
3. Activities that are political in nature, including but not limited to soliciting, accepting, or receiving political contributions for campaigns of candidates for public office, ballot measures, or other political organizations or causes; organizing public demonstrations in support of or against candidates for public office, ballot measures, or other political organizations or causes; or soliciting votes in support of or against candidates for public office. This paragraph shall not be interpreted to prohibit use of the training room to discuss issue advocacy on electric cooperative issues within the boundaries of Internal Revenue Service standards for nonprofit organizations engaging in political advocacy.

## **RULES FOR USE:**

1. Persons or groups wishing to use the training room must fill out an application to use the room in accordance with the RESERVATIONS section below.
2. The serving or consumption of alcohol is strictly prohibited on JREC premises.
3. The use of any tobacco product or vaping is strictly prohibited on JREC premises.

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4. The applicant shall assume full responsibility of the organization or group using the facilities, including the following:
  - a. Conduct of any patron, guest, or visitor who attends the event. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted, and violations of any of the foregoing conditions will be basis for the refusal of use of these facilities. JREC assumes no responsibility for supervision and/or chaperoning any event scheduled in the JREC training room.
  - b. All damage to, or misappropriate use of JREC facilities furniture, fixtures, building, grounds, or equipment caused by the group or its members or their guests. Each group will be held financially responsible and held liable for reimbursement to JREC for any such damage or loss. The organizational representative who signs the application acknowledges assumption of all liabilities for any damage or loss occurring while using the training room facilities.
  - c. Securing the room and its contents, the security system set, the outside entrance door being properly closed and locked.
5. Food service will be allowed on the premises; however, preparation of food which requires cooking shall be prohibited. All garbage and refuse shall be placed in provided containers; recyclables shall be placed in appropriate containers provided by the Cooperative. Food left in the refrigerator shall be deemed abandoned and will be disposed.
6. JREC is not responsible for any items left behind.
7. The applicant is responsible for clean-up. Floors, tables, countertops, etc., are to be free of debris and surfaces are to be cleaned with provided supplies.
8. JREC will not supply paper goods or other food or beverage items.
9. If requested, JREC will provide tables and chairs, and the applicant may arrange them as desired.
10. Upon conclusion of the event, the applicant shall return tables and chairs to their original configuration.
11. No tape, tack, pins, nails, or staples are permitted on the walls of the training room.
12. JREC is not obligated to provide equipment such as televisions, projectors, A/V equipment, or computers, or technical support personnel to operate any equipment.

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13. The training room, restrooms, and entrance are the only areas that shall be made accessible for public use. Applicant and applicant's meeting attendees shall not be permitted in the office portion of the building.
14. Granting of permission to use the JREC training room does not constitute JREC endorsement of the activities or purposes of the user group. Unauthorized use of the JREC name, other than to indicate the location of the event, is prohibited.
15. Room capacity shall be determined in compliance with state and local fire codes.
16. A first-aid kit and AED are available for emergencies.

## **RESERVATIONS:**

1. Authority to schedule use of JREC's training room is the responsibility of JREC's executive staff and shall be coordinated through the executive assistant.
2. All requests shall be confirmed on a written application supplied by JREC. The rules governing use shall be provided with the application form.
3. JREC reserves the right to reject any request for use of its facilities and terminate use at any time for any reason.
4. JREC reserves the right to reschedule any event.
5. Reservations may be booked no more than one year prior to the event.
6. Possible use may be scheduled during JREC's regular business hours of Monday-Friday, 7:30 a.m. to 4 p.m. but shall be at the discretion of JREC executive staff.

## **FEES:**

- \$50 per day of use to Community Cents, Inc. (CCI) for non-members.
- \$25 per day of use to Community Cents, Inc. (CCI) for members.
- \$100 refundable deposit for members and non-members, except that such deposit shall increase by \$50 per day for reservations exceeding two days. The deposit will be refunded in full or in part upon inspection of the facility following the event. Applicant will incur the full cost of replacement or repair of any damage to the facility or the equipment, including any amount that exceeds the \$100 deposit.
- CCI fee and deposit shall be two separate checks, payable to Jump River Electric Cooperative, Inc.

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## CANCELLATIONS:

1. When it becomes necessary to cancel a reservation, please notify JREC's executive assistant in writing no fewer than seven (7) days in advance of the scheduled event. The applicant will forfeit the CCI donation if reservations are canceled fewer than 7 days prior to the event.