

## KANKAKEE VALLEY REMC COMMUNITY ROOM GUIDELINES

Kankakee Valley REMC's Community Room is designed for the use of Kankakee Valley, its employees and members of the public.

Kankakee Valley has priority in the scheduling of the meeting room. Scheduling is done through Kankakee Valley's Administrative Assistant, and the room can be scheduled a maximum of twelve months in advance.

Meetings are to be confined to the assigned Community Room area and entrance to other areas is strictly prohibited.

The capacity of the Community Room is 60 people. Attendance may not exceed this capacity. Hours of use are 8:00 a.m. – 10:00 p.m. Restrooms are available for use.

The Community Room will not be made available to groups at which admission is charged, money raised or items are sold for profit.

Food and beverages that are brought in may be served in the Community Room. A coffee maker is available for use, but you must bring in your own coffee. Use of the kitchen facilities is included with the use of the Community Room. No REMC supplies may be used. You will be allowed use of the microwave, stoves, dishwasher and one refrigerator.

No tape, tack pins or nails are allowed on the walls of the Community Room.

The television is for REMC use only and is not allowed to be used by renters of the room.

**Trash must be taken with you.** Clean trash bags should be placed in all waste receptacles. You will be responsible for cleaning the kitchen, tables, chairs and floors. Supplies are located in the janitor room next to the kitchen. Please make sure the bathrooms are left in good condition also.

The applicant is responsible for reasonable care of the room and will be held responsible for any damage to the general condition of the room following use. The applicant is also responsible for the REMC property including exterior and lawn areas. The applicant will be assessed reasonable charges for repair or replacement of any damaged items. At the conclusion of use, applicants will return all furniture and equipment to the places they were found.

**Alcoholic beverages are not permitted on the premises. Smoking is allowed outside a minimum of eight feet from the door. Please use the smokers waste receptacle.**

Applicants must understand the security features of the Community Room. **A security card and/or key for after-hours use must be picked up during normal business hours (M-F, 7:30 a.m. – 4:00 p.m.) no sooner than the day before the event. For a Sunday event, it can be picked up on Friday. You cannot have access to the room until after 5:00 p.m. on Friday.** When the Community Room is secured after use, you may hang the key on the hook by the door after you lock the room or return it the following business day to the front counter. The person signing this agreement is responsible for return of the key and the card. There will be a minimum \$100 charge for any lost cards and \$100 charge for any lost keys.

Failure to comply with the Kankakee Valley REMC Community Room Guidelines may result in withdrawal of Community Room privileges. By signing this agreement, users of the Community Room agree to indemnify, defend and hold harmless, Kankakee Valley REMC, its officers, agents and employees, from all claims arising out of the user's activities in the Community Room or on the premises. I have read and understand the above-mentioned Guidelines for use of the Community Room and agree to abide by the Guidelines

\_\_\_\_\_  
Applicant signature

Date: \_\_\_\_\_

REMC Representative: \_\_\_\_\_

**APPLICATION TO USE THE KANKAKEE VALLEY REMC COMMUNITY ROOM**

**Thank you for you for inquiring about our Community Room facilities. For our records, please complete the following two sheets and return to: Kankakee Valley REMC, Attn: Alissa Tucker, P.O. Box 157, Wanatah, IN 46390.**

Organization/Individual: \_\_\_\_\_

Date & Time Requested: \_\_\_\_\_

Number of persons in attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Will you need additional 8 ft. tables? If yes, how many? (3 available): \_\_\_\_\_

Describe what the Community Room will be used for: \_\_\_\_\_

**\$100 refundable deposit. (Please write a separate check, so it can be returned to you.)**

**Fee Schedule:**

**\$125, non-employee or non-member;**

**\$75, not-for-profit;**

**\$75, member.**

**The person signing for the rental of the room, must be in attendance at the event.**

**FOR KV REMC USE ONLY:**

Room Fee: \_\_\_\_\_

Application approved: \_\_\_\_\_

Application denied: \_\_\_\_\_

Key picked up: \_\_\_\_\_

Returned: \_\_\_\_\_

Pre-use check done: \_\_\_\_\_

Post-use check done: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_