

Aiken Electric Cooperative, Inc. Aiken Office Community Room Operating and Usage Policies

Thank you for your interest in the Community Room. Cooperative staff will be happy to assist you to help make your event a success. Please read the following policies regarding the use of this facility and observe the rules carefully.

All guests for a Community Room event are to use the entrance at 2790 Wagener Rd, Aiken, South Carolina. In addition to the main meeting room, the Community Room makes available use of the catering kitchen and patio. Under no circumstances will guests be allowed to use any other portion of the building.

- 1. Reservations:** Reservations for use of the Community Room shall be made on a first-come, first-served basis. Reservations may be made up to twelve months in advance. Requests for reservations of the Community Room must be made through the Headquarters office at 2790 Wagener Rd, Post Office Box 417, Aiken, SC 29802. Reservation information is also available by telephone at 803649-6245. **Reservations are not valid until a completed agreement is submitted and damage deposit of \$200 is received by the Cooperative. A non-refundable user fee will also be paid in advance for the use of the facility. The Cooperative reserves the right to waive the fees for certain functions, i.e. city and county elections, etc.**
- 2. Damage Deposit Fee:** The initial deposit is a damage deposit and is refundable within two weeks after the activity only if the facility is left in acceptable condition and any equipment is left undamaged or if the reservation is **cancelled 30 days prior to the activity**. The User is responsible for any damage to the facility or equipment during the event and may be charged an additional fee for repair, replacement, or major cleaning.
- 3. Commercial Use:** Users who will be selling products or services will be charged a rental fee of \$400. This fee is payable at the same time the damage deposit fee is paid.
- 4. Hours Available:** Normal use of the Community Room shall be between the hours of 8:00 A.M. and 12:00 Midnight.
- 5. Smoking:** Smoking is not permitted in the Community Room or in the Cooperative Building. The patio is designated as an outdoor smoking area.
- 6. Alcoholic Beverages:** No alcoholic beverages are allowed in the community room or on Aiken Electric Cooperative's premises.
- 7. Capacity:** The Community Room has a seating capacity, with tables, for approximately 240 persons.
- 8. Security:** Cameras are placed throughout the facility for security purposes. Users are required to provide their own security if they feel it is necessary. The Cooperative reserves the right to require security at any and all functions.
- 9. Parking:** Parking is available at the front of the Community Room and in the gravel parking lot just beyond the community room. No parking is allowed in the spaces marked "For Customer Use Only".
- 10. Catering Provisions:** Use of the Community Room includes use of the catering kitchen. The Cooperative does not provide plates, utensils, tablecloths, or preparation materials. The User is responsible for the preparation and clean-up of the kitchen.

11. Community Room Equipment: The Cooperative provides the following list of equipment at no cost. The User is responsible for setting up and taking down all tables and chairs. These items must be placed in carts and returned to the storage area provided.

<u>Quantity</u>	<u>Description</u>
240	Chairs
40	72" x 36" Rectangular Tables (seating capacity 6 persons per table)
1	Podium with Microphone
1	Projection Screen

12. Open Access: The Cooperative reserves the right to open access at all times to all spaces occupied by the User.

13. Liability: The User is responsible for any damage or breakage to any portion of the Community Room and agrees to repair/replace in full any damage done to the facility. The user also agrees to hold harmless the Cooperative in any way for accident or injury which may occur to a person(s) on the premises during the event. The Cooperative is not liable or responsible for any personal property used in or left in the Community Room.

14. Sign and Decoration Placement: Positively no chemicals, paints, toxic materials, tape, glue, tacky substance, nails, tacks or other materials are to be used on the walls, tables, floors, glass, or support posts in the Community Room.

15. No fog machines are allowed at any time.

16. Sublease Prohibited: The User shall not assign or let the space covered by this agreement without the written consent of the Cooperative.

17. User's Responsibilities: The User or his designee must be present during the preparation (facility decorating and catering set-up) and clean-up times. Facility clean-up and removal of User's personal properties are the responsibility of the User. The facility must be cleaned and all personal properties must be removed from the facility at the end of the event because the facility may be rented for the next day. The User is responsible for sweeping, mopping all floors, including restrooms, cleaning kitchen counters, and cleaning tables. Floors should be free of debris, food, and scuff marks after use. The User is also responsible for removing any and all trash from receptacles in the Community Room and restrooms.

Pets are not allowed under any circumstances.

The User is responsible for assisting any disabled person(s) attending an event in the Community Room. A ramp is located near the front entrance of the facility. The User is responsible for pick up and return of the Community Room Key. The room administrator will set the pick-up time for the key. An envelope will be given to the User marked with instructions on placing the key in the envelope in the drop box at the time the event is over. If the key is not returned, the user will forfeit his/her damage deposit and may be billed for any and all work done to re-key the locks for the Community Room doors.

18. ADA Compliance: The User warrants that it is in compliance with the Americans with Disabilities Act (P.L. 101-336), and that it will, in carrying out the requirements of this agreement comply in all respects with provisions of the Act and its implementing regulations.

19. Access to Building: Cooperative Staff will control access to the building before and after all events.

In case of emergency or locked doors, please call the Cooperative Dispatcher at 803-649-6245.