

Aiken Electric Cooperative, Inc. New Ellenton 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.

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 Aiken office at 2790 Wagener Rd, PO Box 417, Aiken, South Carolina 29802. Reservation information is also available by telephone at 803-649-6245.
2. **Damage :** 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 \$300.
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 parking lot 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 40 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 Cooperative Building.
10. **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>
40	Chairs
6	Six-6' Rectangular Tables (seating capacity 6'r

11. **Open Access:** The Cooperative reserves the right to open access at all times to all spaces occupied by the User.
12. **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.
13. **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.
14. **Sublease Prohibited:** The User shall not assign or let the space covered by this agreement without the written consent of the Cooperative.
15. **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. **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. As the User, you are responsible for removing any and all trash from receptacles in the Community Room and restrooms and for taking all trash with you when you leave the facility. 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.
16. **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.
17. **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.

Community Room Checklist

- ✓ Do not drag tables, chairs, or other items across the floors
- ✓ Sweep all floors
- ✓ Mop as necessary
- ✓ Wipe off counters
- ✓ Wipe off all tables used
- ✓ Place all tables and chairs on carts and return to the appropriate closet...no more than 35 chairs on a cart
- ✓ Check restrooms
- ✓ Take all trash away with you
- ✓ Lock all doors
- ✓ Turn out all lights
- ✓ Place keys in provided envelope in the drop box at first drive-thru line