



Community Room Information and Rules

The Kandiyo Power Cooperative (KPC) Community Room offers a versatile space for members and the community to gather for various events, meetings, and activities. To ensure that the room is used appropriately and maintained in excellent condition, it is essential to establish clear guidelines. This document outlines recommended guidelines for renting and using the KPC Community Room.

Location

Kandiyo Power Cooperative – Entrance W
8605 47th St NE
Spicer, MN 56288

Reservation Process

Eligibility

- KPC members and non-members may rent out the Community Room.
- All renters must be at least 21 years of age and present valid identification.

Rental Fees

	KPC Members	Non-Members
Rental Fee	\$75	\$300
Damage/Janitorial Deposit – Refundable if the room is cleaned and returned to the same condition as you found it.	\$125	\$200

- A damage deposit in addition to the rental fee is required. The damage deposit shall be paid when the rental fee is paid.
- The damage deposit will be returned within 30 days following your rental date.

Booking Procedure

- Reservations must be made at least 7 days in advance.
- Complete the Community Room Reservation form on the KPC website or call in to make your reservation.
- Once your reservation is approved, KPC will send an invoice and rental agreement.
- Full payment of the rental fee and damage deposit is required to secure the reservation.
- Once payment is made and the rental agreement is returned, a door unlock code will be provided for accessing the community room on the day of your event.
- KPC reserves the right to deny any reservation request.

Usage Guidelines

Permissible Activities

- The community room may be used for meetings, workshops, social gatherings, and other activities that align with KPC's values.
- Groups, organizations, or members using the Community Room are not endorsed by KPC, and the views of those groups do not reflect the views of KPC.
- The use of KPC's logo or trademark in event materials, publications, or promotions is prohibited.
- Events are limited to inside the Community Room space. No signage, event promotion, or demonstrating are permitted on KPC property outside the Community Room.
- Unauthorized commercial activities, political events, or activities that may cause damage to the property are prohibited.
- Alcoholic beverages, illegal or controlled substances of any kind, animals, explosives, firearms or flammables are prohibited on KPC property.
- Smoking is prohibited in the building.

Capacity and Day/Time Limits

- The room has a maximum capacity of 32 people. This limit must not be exceeded.
- The Community Room is available for rent:
 - Monday – Friday, 4:30PM – 9:30PM
 - Saturday – Sunday, 8:00AM – 9:30PM
- Events must conclude by 9:00 PM, and the room must be vacated by 9:30 PM.

Room Setup and Clean-Up

- Renters are responsible for setting up and arranging the room as needed for their event.
- Decorating the meeting room is permitted provided props and decorations are not attached to the walls, floors or ceilings in a way that will leave holes or damage the building.
- All decorations and equipment must be removed, and the room must be restored to its original condition by the end of the rental period.
- Trash must be disposed of in designated receptacles, and any spills or messes must be cleaned up immediately.
- Failure to clean up floors, countertops, tables, and trash will result in damage deposit refund being withheld.
- All doors must be locked when your event is over, and you are exiting the building.

Equipment and Amenities

- The community room is equipped with 13 tables (5-foot-long), chairs, and podium with HDMI for presenting on wall displays.
- Renters may bring additional equipment, but it must be approved by KPC in advance.
- The use of open flames, such as candles, and hazardous materials is strictly prohibited.
- The kitchen is equipped as a “warming kitchen” and not intended for cooking and baking. The kitchen should be attended at all times when food is being prepared and the appliances are in use.

Responsibility and Liability

Damage and Liability

- Renters are responsible for any damage to the community room or its equipment during the rental period.
- In the event of damage to the premises, the damage will be documented with photos and any repair bills will be taken from the damage deposit. If repair costs exceed the damage deposit amount, the balance will be invoiced to the renter named on the rental agreement.
- KPC is not responsible for any accidents/injuries that occur during the rental period.
- Due to blowing and drifting snow, the KPC parking lot and sidewalk may not always be cleared prior to your scheduled event. There are shovels and ice melt located inside the entryway if needed.

Supervision and Conduct

- Renters must ensure that all attendees adhere to the community room rules and respect the property.
- Children must be supervised by an adult at all times.
- Any disruptive or inappropriate behavior may result in immediate termination of the rental agreement and future rental agreements.

Additional Considerations

Accessibility

- The community room is wheelchair accessible and complies with all relevant accessibility standards.
- Renters should inform the cooperative of any specific accessibility needs or requests in advance.

Emergency Procedures

- Renters should familiarize themselves with the location of emergency exits, fire extinguishers, and AED.
- In the event of an emergency, renters must contact emergency services if necessary and a KPC emergency contact listed below.

Cancellations and Refunds

- Renters may cancel their reservation up to 7 days before the event and receive a full refund.
- Cancellations made less than 7 days before the event may result in forfeiture of renter's payment, at KPC's discretion.
- KPC reserves the right to cancel a reservation due to unforeseen circumstances, in which case a full refund will be provided.



Community Room Rental Agreement

KPC Member: Rental Fee - \$75 and Damage Deposit - \$125
Non-Member: Rental Fee - \$300 and Damage Deposit - \$200

Name of Individual or Group: _____

Please check the appropriate box: *KPC Member Non-Member

***KPC Members – Please provide your KPC Service Address (address where you receive electric service from Kandiyohi Power Cooperative)**

Street: _____

City: _____ **State:** _____ **ZIP:** _____

Address where invoice and damage deposit refund are to be mailed

Street: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Email Address: _____

Event Date: _____ Start Time: _____ End Time: _____

Purpose of Event: _____

Expected # of Guests: _____

By signing below the above-named individual or group agrees to:

- Individually, or as the party responsible for the group, acknowledge that I have received and read a copy of, and will abide by the Community Room Information & Rules for use of the KPC Community Room.
- Indemnify, defend and hold KPC, and its employees, officers, directors and agents harmless from and against all losses, costs, expenses, claims, suits, damages and any other liability arising out of the individual's or group's acts or omissions and their individual and collective use of the KPC's Community Room and Facilities.
- Assume responsibility for any loss or damage caused either individually or collectively to the facilities, fixtures, furniture, or any other property of KPC. Should damage occur, the renter shall immediately contact KPC via the emergency contacts listed to ensure renter and facility safety.
- Assumes all risks of personal injury, death, property damage, loss or other damage from whatever cause resulting from the renter's negligence while using the Community Room and Facilities.
- That the individual and/or the group using the KPC Community Room and Facilities will conduct the event in an orderly manner in full compliance with applicable laws, regulations; and assumes full responsibility for the conduct of all persons in attendance and for any damage done during the event.

Printed Name	Signature	Date