

COMMUNITY ROOM REGULATIONS

Kandiyohi Power Cooperative would like to welcome you to our Community Room. The Cooperative's Community Room is available for use on a first-come, first-serve basis. Reservations should be made with the Cooperative at least one week in advance and no more than one year in advance of the event. In order for the Cooperative to continue providing this facility for community use, we ask you to comply with our strict building maintenance standards. Please review the following regulations with your group:

- * **Smoking is not** permitted in the building.
- * **Alcoholic beverages are prohibited** on the premises.
- * Community Room fees will be paid and the Use Agreement signed at the time of reservation. A card key will be provided at that time.
- * **Refunds will be given if cancellation occurs at least five (5) business days prior to the event. There will be no refund when the Cooperative is not notified of cancellation.**
- * Groups are responsible for any refreshments desired. **Please do not use the water in the water cooler in the hallway.**
- * Groups are responsible for setting up and putting away tables and chairs. **(Make sure tables are put back in correct places. Marks are on the floor for correct positioning.**
- * Tables are to be cleared and cleaned.
- * Kitchen facilities are to be cleared and cleaned.
- * The building must be vacated by **9:45 p.m.**
- * **Light and electrical appliances must be turned off** before vacating building.
- * **All doors must be locked and card key left in Community room upon leaving.**
- * Groups will be bill for any damaged or missing items. **This includes janitorial services if they need to come in to special clean from your group.**
- * The Cooperative reserves the right to refuse the use of the Community Room to any group, individuals or organization.