GUIDELINES FOR USE OF COMMUNITY ROOM
Pioneer Rural Electric Cooperative, Inc.

MAY BE USED FOR

1) Meetings of groups and organizations of a non-profit nature devoted to agricultural, business, professional, community and civic activities that provide a benefit to the communities in which Pioneer operates.

2) Meetings of other electric cooperative groups or groups affiliated with the cooperative community.

MAY NOT BE USED FOR

1) Social functions (dance clubs, wedding showers or receptions, private parties, birthday parties, etc.).

2) Political gatherings.

3) Gatherings for the purpose of making direct sales or the taking of orders for direct sales with the intention of making a profit or investment of any kind.

4) Regular, recurring meetings of the same organization or group.

RULES FOR USE

1) A Pioneer employee will be on-site during any use of the Community Room. The employee will be available to assist with Pioneer-owned audio/visual equipment or other facility issues during the event/meeting. During regular business hours (Monday through Friday, 8:00 am to 4:30 pm), there is no charge for use of the room. A $100 fee is required for any event held outside regular business hours.

2) The possession, serving or consumption of alcohol is strictly prohibited on Pioneer premises.

3) The Applicant assumes full responsibility for the organization or group using Pioneer facilities, including, but not limited to, the following:

    a. Conduct of any guest, patron or visitor who attends the event. Offensive or disorderly conduct or language, or any act that is contrary to Pioneer's mission and beliefs will not be permitted.

    b. All damage to Pioneer facilities, furniture, fixtures or property caused by the group, or any of its guests, patrons or visitors. The Applicant will be held financially responsible and liable for reimbursement to Pioneer for any such damage and loss.

4) Food service is allowed on the premises. The Applicant is responsible for securing any applicable permits and following all applicable State and Local food service regulations. When food is served, all garbage and refuse will be deposited in trash containers and any dishes or service ware belonging to Pioneer must be left clean and ready for re-use.

    a. Food left in the refrigerator overnight will be considered abandoned and will be disposed of the following day.

b. Pioneer will not be responsible for food containers left on the premises.

c. If needed, applicant will be expected to start dishwasher prior to departure.

5) The Applicant is responsible for all necessary clean-up of the Community Room and kitchenette. Floors, tables, chairs, countertops, etc. must be left clear of debris and in the condition they were found.

   a. Pioneer reserves the right to bill the Applicant in the event costs are incurred by Pioneer to return the Community Room to pre-meeting conditions.

   b. Any cleaning costs incurred by Pioneer that result from the Applicant's use of the Community Room are fully billable to the Applicant.

6) Pioneer will provide the number of tables and chairs requested limited to the number owned by Pioneer. The Applicant will be expected to return the tables and chairs to their pre-meeting order and position.

7) The Community Room, kitchenette and restrooms within the immediate vicinity of the meeting room are the only areas for public use. No unauthorized persons will be permitted entrance into the office or other portions of the facility at any time.

8) Granting of permission to use the Community Room does not constitute Pioneer's endorsement or support of the activities or goals of the Applicant's organization. Unauthorized use of Pioneer's name and logo other than to indicate the location of the event is prohibited.

9) Maximum room capacity is 116.

RESERVING THE COMMUNITY ROOM

1) All requests for use will be submitted in writing on an application supplied by Pioneer Electric Cooperative. These guidelines will be included with the application.

2) Pioneer reserves the right to reject any request for use of the Community Room and terminate use at any time for any reason.

3) Pioneer reserves the right to reschedule any event.

4) Reservations may be booked no more than one year prior to the event.

CANCELLATIONS

Should the Applicant need to cancel a reservation, please notify Pioneer at least ***14 days*** in advance of the scheduled meeting.

APPLICATION FOR USE OF COMMUNITY ROOM
Pioneer Rural Electric Cooperative, Inc.

Thank you for inquiring about using one of Pioneer's Community Rooms. Please complete the following application for our records and return to:

Pioneer Electric Cooperative
344 West US Route 36
Piqua, OH 45356

OR

Pioneer Electric Cooperative
767 Three Mile Road
Urbana, OH 43078

Community Room Request for: _____ Piqua _____ Urbana

Name of Applicant: _____

Date of Meeting: _____ Time of Meeting: _____ Number Attending _____

Home Address: _____

Business Address: _____

Telephone: (H) _____ (C) _____ (W) _____

Name and type of Organization: _____

Describe intended use of Community Room: _____

_____

Will the meeting require use of Community Room audio/visual technology? Y ___ N___

Applicant affirms that the group is a non-profit group devoted to agricultural, business, professional, community or civic activities that provide a benefit to the community in which Pioneer operates. The Applicant affirms the group will not use the Community Room for social functions (dances, wedding showers or receptions, private parties, birthday parties, etc.), political gatherings, or meetings for the purpose of making direct sales or the taking of orders for direct sales with the intention of making a profit or investments of any kind.

If the application is approved, for the purposes of publishing meeting information in newsletters or other public venues, the Applicant agrees to specify the facility as the Pioneer Electric Cooperative Community Room, and to list **a phone number not associated with Pioneer** for questions regarding the meeting.

The undersigned understands and agrees that submitting this application does not guarantee use of the Community Room; full discretion for approval is held by Pioneer Electric Cooperative management.

Signature: _____ Date: _____

FOR PIONEER USE ONLY

Received by: _____ Date: _____ Approved / Rejected _____

COMMUNITY ROOM USE FACILITIES INDEMNIFICATION
Pioneer Rural Electric Cooperative, Inc.

I, _____, hereby certify that I am authorized to sign contracts on behalf of the organization or group listed below, which I represent. I further certify I have read and understand the rules, conditions and terms of the Guidelines and Application for Use of the Pioneer Community Room. In consideration for my organization or group's use of the Pioneer Community Room, I, the undersigned, hereby agree to the following:

1. This reservation contract is issued in accordance with the policies outlined in the Community Room Use Application, as established by Pioneer Electric Cooperative. I understand that all reservation forms must be signed before consideration of use approval, and that a copy of my application will be returned to me after approval.

2. I hereby agree that I, my heirs, executors, and assigns, my organization's members and guests and their heirs, executors, and assigns will not make claim against, sue, attach the property of, or prosecute Pioneer Rural Electric Cooperative, Inc. and its employees, officers, officials, volunteers and contractors.

3. I have been given a complete copy of the Guidelines for Use of the Community Room.

I certify that I have received, read, and understand this document, the Guidelines for Use of Community Room and all other documents given to me by Pioneer Electric Cooperative in connection with my application to use a Pioneer facility. I, the undersigned, on behalf of the below-listed organization or group do hereby agree that my guests and I will abide by the guidelines governing the use of this facility and will be responsible for the appropriate conduct of persons in attendance, and for any damages to the facility, furniture or equipment caused by our occupancy of the premises.

Name (if different than applicant name): _____

Organization: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

Day Phone: _____ Cell Phone: _____