

SIOUX VALLEY-SOUTHWESTERN ELECTRIC COOPERATIVE, INC.
COLMAN, SOUTH DAKOTA 57017

MANAGEMENT OPERATING GUIDE - 4-M-1

PUBLIC USE OF THE COOPERATIVE'S COMMUNITY ROOM

I. OBJECTIVE:

To define guidelines for the use of the Cooperative's community room by members and the public.

II. CONTENT:

The Cooperative's community room facilities shall be made available to members and the public on a fair, consistent and controlled basis that results in maximum utilization of the community room and associated facilities. No specific group, political, religious, civic, or other, shall be considered as excluded from the use of the community room, provided that they comply with the established rules and regulations governing its use.

Upon special request, some Cooperative equipment may be made available to members or others using the community room and anyone using Cooperative owned equipment shall be responsible for any damage to that equipment. A \$25.00 fee will be charged for use of any Cooperative-owned equipment.

Use of the community room will be on a first-come, first-serve basis and all members and others must complete a Facility Use and Save Harmless Agreement prior to using the community room.

III. RESPONSIBILITY:

The Administrative Assistants shall be responsible for scheduling member and public use of the community room and use of equipment dependent on the availability of such equipment.

The Customer Service Department will be responsible for the administration of this operating guide.

Don L. Marker
General Manager/CEO

Date Approved: April 16, 2001

FACILITY USE AGREEMENT AND SAVE HARMLESS AGREEMENT
FOR USE OF THE SIOUX VALLEY ENERGY COMMUNITY ROOM

We, the undersigned, do hereby acknowledge that we have been authorized to use the community room at SIOUX VALLEY ENERGY for a special event. We further recognize that this may include the use of the kitchen adjacent to the community room and the restrooms. We understand that there is no charge for the use of said facility and that our group may make a donation if we choose to help cover maintenance costs to continue to provide this service to the community. Upon availability and for a charge of \$25, Cooperative owned equipment including kitchen equipment, overhead projector, screen and television may be used.

We hereby agree that we will responsibly use the facility. We will inspect the facility prior to use and agree to be responsible for any damages that result from our use and to repair any damages caused by our negligent use of said facility and equipment. We further agree to save SIOUX VALLEY ENERGY harmless from any and all claims, either by us or those who participate in the use of the facility or Cooperative owned equipment.

We further agree to leave the room in a clean and orderly condition, to return the tables and chairs to the original set up, to shut off all lights, close and lock the doors providing access to the facility and to return the keys to said facility.

I hereby certify that I am an authorized representative of the group seeking to use the facilities and that I personally, on behalf of said group, accept responsibility for any damages to said facility. I also certify that I have read and will comply with the rules and regulations on the use of the facility.

Dated this _____ day of _____, 20 _____.

Name: _____

Group Name: _____

Address: _____

Telephone: _____

Date Needed: _____

Time Needed: _____

Purpose: _____

Adult Sponsor: _____

(for youth groups only)

Office Use:

Scheduled Key Picked Up Key Returned \$25.00 Fee for Use of Equipment

**RULES AND REGULATIONS FOR USE OF SIOUX VALLEY ENERGY
COMMUNITY ROOM:**

The facility may be reserved by the following:

- Any individual member for weddings, showers, birthdays, anniversaries, family gatherings, graduations, etc.
- Any non-profit or community-related entity for purposes such as public meetings, membership meetings, informational meetings, etc.
- Any individual and/or group for church meetings, AA meetings or similar support groups.

No admission charge shall be made for any event in the community room, unless the event is sponsored by a non-profit group and has been pre-approved by the Director of Customer and Employee Relations. The facility may **not** be used for the sale or promotion of goods or services by an individual or a for-profit group.

The facility may only be reserved for one date at a time unless specifically approved by the Director of Customer and Employee Relations.

All youth groups requesting use of the community room shall list the name of the adult sponsor who shall be responsible for the group and who will be present during their use of the facility.

Alcohol and tobacco use are not permitted in the facility or on the premises at any time.

Please do not use tape on the walls as there is a tendency for the paint to peel off. Please avoid serving colored punches or beverages (particularly red) that may stain the carpet. Activities that may cause excessive wear on floor surfaces will be prohibited.

Please leave the room in a clean and orderly condition. Take down and restack tables and chairs back to the original set up, unless otherwise requested. Make sure all refuse is picked up and disposed of. For the **Colman** facility, garbage bags are located on the shelf under the coffee maker and garbage can be disposed of in the green garbage bin located just outside the north door of the community room. For the **Brandon** facility, garbage bags are located on the shelf under the kitchen sink and garbage can be disposed of in the outside fenced garbage area located near the kitchen exit door. Please make sure the floors are clean. The vacuum cleaner, broom and mop/bucket are located in the storage room.

For the **Colman** facility, please adjust the setting on the thermostat back to the original setting. The thermostats in the **Brandon** facility are computer controlled and not readily adjustable from the community room.

When you leave, please turn off all the lights, make sure the doors are locked, and leave the keys in the drop box. If you wish to make a donation, it can also be left in the drop box. For the **Colman** facility, leave the key in the box provided in the hall by the north door. For the **Brandon** facility, leave the keys in the drop box in the lobby--for security purposes, a few of the lights remain on after the switch is turned off.

The exercise room in the **Colman** facility is off-limits to visitors and should not be used under any circumstances.

Colman Maximum Capacity – 175 people

Brandon Maximum Capacity – 80 people

In the event of an emergency, please contact our dispatch center at 1-800-234-1960 for immediate assistance. Please report any other problems or concerns during business hours Monday through Friday between 7:30 a.m. and 5:00 p.m.

The person who signed the facility use agreement is responsible for the condition of the community room. Failure to comply with the above rules and regulations will be grounds for denying the group's future requests to use the facility. Sioux Valley Energy is pleased to be able to offer our facility for community use and we appreciate your assistance in helping us maintain our facility.