

# *Welcome To Lea County Electric Cooperative*

## COMMUNITY ROOM RULES

It is with pleasure that the Cooperative offers the use of its community room and equipment for civic and other non-profit purposes. In return, we ask that you carefully read and abide by the following:

All members must abide by the fire code. The capacity of the community room is 200 people as set by the Lovington Fire Marshall.

Meetings/events containing alcoholic beverages, dancing, sales, persons seeking political office, games of chance, and/or meetings of controversial nature are strictly prohibited.

Any specialty items (jumping play cages, etc) which are considered safety hazards are prohibited. Decorations are restricted to table decorations only unless prior LCEC management approval is given. Items hung from the ceiling/walls or structures using tape, tacks, staples, nails, etc., are strictly prohibited. Only poster putty is allowed.

**GROUNDS AND BUILDING:** The approval of use of the Community Room is for the room only and not for the outside grounds. Additionally, children are to be attended at all times and not allowed to play on the railings, grass and parking lot areas, in the basement ramp area, or to engage in rock throwing. Liquor is not allowed in the Community Room or on Cooperative property.

**LIABILITY:** You will be liable for any damage occurring from abuse of the grounds, building and contents in addition to and beyond the \$100.00 deposit.

**HANDICAP ACCESS:** A handicap entrance is available. If handicap accommodation is required, please notify us ahead of the meeting so that the entry can be unlocked.

**FLOORS:** Please help us to care for our floors by following these rules.

1. Do not drag the tables and chairs across the floor thus scratching the finish.
2. Clean up spills as soon as possible.
3. Sweep and mop the floors if needed before leaving the building. (Broom, dust pan, mop, mop bucket, trash bags and cleaning supplies are located in the kitchen area.)

**TABLES:** Please handle tables with care and when you are through, stack them neatly in the storage area.

**CHAIRS:** Please handle chairs with care and when through, please stack in the chair carts (20 chairs per cart) provided and place against the wall in the area provided.

**AUDIOVISUAL:** Prior arrangements must be made in order to use the Cooperative's audiovisual equipment. As training for use of the equipment is required, arrangements must be made ahead of time of the scheduled time of use.

**RESTROOMS:** No food or drinks items are to be placed in restrooms trash containers. Check and clean restrooms and empty trash in restrooms before leaving the building.

**KITCHEN:** If kitchen is used, please leave it clean and in order. Make sure burners, ovens, and serving bins on the server, etc., are turned off. If serving bins are used, remove water from the bins and wipe dry. If grills are used, please clean with the cleansing blocks provided.

**TRASH:** Any trash must be carried to the dumpster located north of parking lot.

**DOORS:** Doors must be kept closed for Air Conditioner to cool. Please be sure that all doors are securely locked when you leave

**KEYS:** Please return the key the next business day to receive your refund.

**Failure to comply with these community room rules may result in forfeiture of deposit and/or impact future use of community room.**

Thank you for helping keep the community room clean for the enjoyment of the community. We hope you enjoy your stay.

I have reviewed and understand the conditions for use of LCEC Community Room and accept full responsibility for its use and condition. My use is limited to the Community Room only and does not include the grounds. I understand that I will be liable for any damage occurring from abuse of the grounds, building and contents in addition to and beyond the \$100 deposit. Failure to observe rules for use of this facility may result in forfeiture of future use.

MEMBER/BORROWER

LEA COUNTY ELECTRIC COOPERATIVE, INC.

By: \_\_\_\_\_  
(signature – authorized representative)

By: \_\_\_\_\_  
(signature – authorized representative)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

Date: \_\_\_\_\_

# Check List:

Person using the Community Room: \_\_\_\_\_

Purpose: \_\_\_\_\_

Condition of:	Not Used	Used	Good	Not Good
Chairs:	_____	_____	_____	_____
Tables:	_____	_____	_____	_____
Grills/Ovens:	_____	_____	_____	_____
Refrigerator/Freezer:	_____	_____	_____	_____
Sinks:	_____	_____	_____	_____
Serving Table:	_____	_____	_____	_____
Serving Pans:	_____	_____	_____	_____
Cutting Table:	_____	_____	_____	_____
Walls:	_____	_____	_____	_____
Windows:	_____	_____	_____	_____
Doors:	_____	_____	_____	_____
Mats:	_____	_____	_____	_____
Trash Cans:	_____	_____	_____	_____
Bathrooms:	_____	_____	_____	_____
Coffee Pots/Pitchers:	_____	_____	_____	_____
Grounds:	_____	_____	_____	_____

Deposit Returned: Yes \_\_\_ No \_\_\_ Cash \_\_\_ Check \_\_\_ (Check No. \_\_\_\_\_)

If not returned please explain reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_