

RULES AND REGULATIONS FOR NOLIN RECC COOPERATIVE MEETING CENTER

The Nolin RECC co-op meeting center and kitchen facilities are available to members and the community and will serve as a meeting facility for primarily agriculturally oriented and non-profit groups. The meeting center and kitchen will also be offered to other organizations and clubs on a limited basis.

Please enter the meeting center through the side doors on the left side of the building (located near the drive-thru area). **Do not block the drive thru lanes by parking alongside the curb or in the drive thru lanes. Violation of this will revoke future use of the meeting center.**

REGULATIONS ARE AS FOLLOWS:

- An organization may not utilize the facilities more than two times in one month.
- Each organization is responsible for the set-up of tables and chairs in the meeting center (tables and chairs are provided).
- Any group meeting after 5:00 p.m. or on a weekend will need to get a badge/key to unlock/lock the facility. **Badges only allow access inside the building from 7:00am-11:00pm.**
- The meeting center must be clean and left in good condition. Return all items to their proper place. All spills should be cleaned immediately, and surfaces wiped clean. A \$25 charge will be assessed for any spills on the carpet causing a stain. Also, restrooms must be left clean and orderly. Mops, brooms, and cleaning supplies will be available in the janitor closet located in the kitchen.
- Any for profit business or organization using the meeting facilities will be charged a \$50.00 non-refundable usage fee for each meeting.
- No smoking, including e-cigarettes, or alcoholic beverages in any part of the building.
- No frying is allowed in the kitchen.
- Outside doors should not be propped open with any objects such as chairs, garbage cans, etc. For instructions on keeping the doors in an unlocked position, see the back of the door badge.
- All lights must be turned off and **outside door must be locked when leaving the meeting center.**
- Keys and checklist are to be returned in the night deposit immediately after meeting.
- No tape, staples, nails, or other means are to be used to attach anything to the walls, floor, ceiling or doors.
- After each meeting an inspection of the center will be made.
- Any damage beyond normal wear and tear will be repaired and billed to the responsible party.
- Each group or responsible person using the cooperative meeting center will sign a usage agreement.
- Because of the demand for use of the Nolin RECC cooperative meeting center, we must exclude personal meetings such as parties, showers, receptions and reunions.
- Failure to follow these regulations may result in refusal by Nolin RECC to allow future use of the meeting center.
- We do have the following equipment available for use: projector with HDMI connection, video screen, microphone, and podium. If you need to reserve any of this equipment, please do so when you reserve the room or when picking up the keys. You must provide your own laptop for video or slide presentations. Please note audio/visual equipment is not guaranteed.

**NOLIN RECC COOPERATIVE MEETING CENTER
USAGE CHECKLIST**

The following information is provided to assist you with your responsibilities during the use of the Nolin RECC Cooperative Meeting Center. Please check each of these items before departing from the center. Cleaning supplies, vacuum and other materials are located in the janitor closet in kitchen area (located to the right of the inside kitchen entrance).

KITCHEN USE:

- _____ Clean all surfaces in kitchen.
- _____ All appliances should be in the “off” position.
- _____ Do not leave any food, drink, dishes or utensils.
- _____ Replace trash bags (located over hand sink in the kitchen) and take trash with you as you leave.
- _____ Clean the coffee pot.
- _____ Sweep kitchen floor (mop if necessary).

CO-OP MEETING CENTER USE:

- _____ Turn the sound system off (if applicable).
- _____ Wipe off tables and chairs. You may leave them standing.
- _____ Vacuum the meeting center (located in janitor closet).
- _____ Turn off lights in meeting center and hall area.
- _____ Make sure the restrooms are neat and in order.
- _____ Use key to restore blue box on wall to lock position (for instructions see back of badge).
After exiting the building, pull door to confirm it is locked.

Please make sure all personal belongings are removed before key access expires – 11:00pm. Deposit this checklist and your badge/key in the night depository. A \$20 fee will be assessed for any badge/key that is not returned.

*Nolin RECC is not responsible for any items left in the Co-op Meeting Center.
The Co-op Meeting Center will be inspected after each meeting.*

In case of an emergency call 911

Name of Organization _____ Phone No. _____
Signature: _____ Date: _____