




15461 US Route 36 • PO Box 393 • Marysville, OH 43040-0393
(937) 642-1826 • (800) 642-1826 • Fax (937) 644-4239
www.ure.com

Your Touchstone Energy® Cooperative 

GUIDELINES FOR USE OF MULTIPURPOSE MEETING ROOM

1. OBJECTIVE:

The primary purpose of the URE multipurpose room is to serve URE's operations, training, and internal services. Following employee needs for the multipurpose meeting room consistent with URE's mission, the use of the multipurpose meeting room will be to serve its members and support the communities we serve.

2. MAY BE USED FOR:

- a. Meetings of nonprofit based groups devoted to agricultural, business, professional, community, and civic activities that serve or provide a benefit to the community supported by URE.
- b. Meetings of other electric cooperative groups or URE affiliated entities.

3. MAY NOT BE USED FOR:

- a. Social functions (examples: dance clubs, private parties, birthday parties, wedding receptions, etc.)
- b. Meetings for the purpose of making direct sales or the taking of orders for sales of services or products for the making of profit or investments of any kind.
- c. Regular recurring meetings or gatherings of any organization or individual.

4. RULES FOR USE:

- a. The serving or consumption of alcohol or the use of any tobacco products is strictly prohibited on the URE premises.
- b. The Applicant shall assume full responsibility for the organization or group using the facilities including the following:
 - I. Conduct of any patron, guest, or visitor who attends an event. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted and violations of any of the foregoing conditions will be basis for refusal of use of these facilities. URE assumes no responsibility for supervision and/or chaperoning any event scheduled in URE facilities.
 - II. All damage to, or misappropriate use of URE facilities furniture, fixtures, building, or equipment caused by the group or its members or their guests. Each group will be held financially responsible and held liable for reimbursement to URE for any such damage or loss.
 - III. Securing the room and its contents and outside entrance door being properly closed and locked if the meeting ends after 5:00p.m.
- c. Food service will be allowed on the premises; however, preparation of food which requires cooking will be prohibited. When food is served, all garbage and refuse will be placed in containers and any dishes and tableware furnished by the Cooperative will be left clean and ready for re-use. Items deemed recyclable shall be placed in the appropriate recycle containers

provided by the Cooperative. Food left in the refrigerator overnight shall be considered abandoned and disposed of the following day. URE shall not be responsible for containers left on the premises.

- d. Groups that use the multipurpose facility must be responsible for all clean up. Floors, tables, etc. will be left clear of debris.
- e. The Cooperative will not supply any paper or plastic goods for public use.
- f. The Cooperative will furnish the number of chairs and tables requested (limited to the number owned by the Cooperative) and the user will be expected to arrange them in the order desired. Upon completion of the event, the user will be expected to return the tables and chairs to their original order.
- g. The Cooperative is not obligated to furnish equipment such as televisions, video equipment, projectors, or other audio visual equipment.
- h. The multipurpose room and the adjoining support rooms (entrance lobby, restrooms, warming kitchen and coat room) shall be the only rooms made available for public use. Persons attending meetings in the URE multipurpose room will not be permitted in the office portion of the building.
- i. Granting of permission to use the URE multipurpose room does not constitute URE endorsement of the activities or purposes of the user group. Unauthorized use of the URE name, other than to indicate the location of an event is prohibited.
- j. Room capacity will be determined by state fire code and room set-up requirements.

5. RESERVATIONS:

- a. Authority to schedule use of the URE multipurpose room is vested with the executive staff of URE and shall be coordinated through the Executive Assistant.
- b. All requests for use will be confirmed on a written form of application supplied by the Cooperative. These rules governing the use will be a part of the application.
- c. URE reserves the right to reject any request for use of its facilities and to terminate use at any time for any reason.
- d. URE reserves the right to reschedule any event.
- e. Reservations may be booked no more than one year prior to the event.

6. DONATIONS:


- a. A \$100 (one hundred dollars) donation payable to Union Rural Electric for the use of the Multi-Purpose Room may be charged by the Cooperative to benefit the URE Youth Scholarship Fund or Operation RoundUp and cover janitorial services and supplies. Management has the discretion to waive the donation.

7. CANCELLATIONS:

- a. When it becomes necessary to cancel a reservation, please notify Union Rural Electric in writing at least fourteen (14) days in advance of the scheduled meeting.



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Application for Use of the URE Multipurpose Meeting Room

Thank you for inquiring about our meeting facility. For our records, please complete the following and return to:

URE
Attention: Executive Assistant
P.O. Box 393
Marysville, OH 43040

Name of Applicant: _____

Date: _____ Time(s): _____ Number attending: _____

Home address: _____

Business address: _____

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

Name and type of organization: _____

Describe the intended use of the room: _____

Our organization agrees to follow the published guidelines for the use of the multipurpose meeting room attached and made a part of this application.

By signing, the undersigned person affirms that the group is a nonprofit based group devoted to agricultural, business, professional, community, and civic activities that serve or provide a benefit to the community supported by URE or a URE affiliated entity and will not use the room for social functions (dance clubs, private parties, birthday parties, wedding receptions, etc.) or meetings for the purpose of making direct sales or the taking of orders for sales of services or products for the making of profit or investments of any kind.

If the application is approved, for publishing information in newsletters, please be sure to specify our facility as, URE Cooperative Multipurpose Room) and list **your phone number** for questions. We cannot answer calls from the public about your organization.

The person signing this application also agrees that submitting the application does not guarantee use of the URE multipurpose meeting room. URE management has full discretion for approving applications.


Signature: _____ Date: _____

URE Use Only

Received By: _____ Date: _____ Approved/Rejected



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**Use of:
URE Multipurpose Room
Facilities Indemnification**

I, _____, hereby certify that I am authorized to sign contracts on behalf of the organization or group listed herein which I represent. I further certify that I have read and understand the rules, agreements, conditions and terms of the Application for use of URE facilities. In consideration for my organization or group’s use of the URE multipurpose room, I, the undersigned, hereby agree to the following:

1. This reservation contract is issued in accordance with the policies outlined in the Facility Use Application, as established by URE Cooperative. I understand that all reservation forms must be signed before consideration of use approval, that submission of a reservation form request does not constitute 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, the organization’s members and guests and their heirs, executors, and assigns will not make claim against, sue, attach the property of, or prosecute URE and its employees, officers, officials, volunteers, agents, and contractors.
3. I have been given a complete copy of the Guidelines for the Use of the Multipurpose Room.

I certify that I have received, read, and understand this document, the Guidelines for the Use of the Multipurpose Meeting Room and all other documents given to me by URE in connection with my application to use a URE 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 any damages to the facility, furniture, or equipment caused by our occupancy of the premises.

Name: _____

Organization: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

Day Phone: _____ Cell Phone: _____