



Albany - 606-387-6476 Jamestown - 270-343-7500
 Monticello - 606-348-6771 Somerset - 606-678-4121
 Whitley City - 606-376-5997 Toll-free - 800-264-5112

**SOUTH KENTUCKY RECC
 DISTRICT COMMUNITY ROOM RULES & REGULATIONS**

SOUTH KENTUCKY RECC (hereinafter referred to as: SKRECC) maintains this community room for public use. The reservations are made only on "first come/first served" basis.

1. RENTAL FEES:	MEMBER	NON-MEMBER
A. Weekday evenings:	\$50.00	\$100.00
B. Saturday/Sunday/Holidays	\$75.00	\$125.00

• Fees must be paid in full by cash or credit card within 5 business days of making the reservation. The person making the reservation will be held fully responsible for any and all damages to the rented space, appliances, equipment, furniture or any other SKRECC real or personal property.

• Access: Weekdays: 4.30 p.m. - 10:00 p.m. Saturday and Sunday 10 a.m. - 10 p.m.

2. RESERVATIONS:

- A. Meetings only on a "first come, first served basis".
- B. Meetings are not allowed on a pre-planned regular daily, weekly, monthly, or quarterly basis.
- C. No "day time" meetings on weekdays due to SKRECC use, limited parking space, and traffic congestion.
- D. In the event the reservation needs to be cancelled, cancellation MUST be received at least 30 days prior to date reserved to receive a refund of the rental fee.
- E. SKRECC reserves the right to cancel the reservation—in some cases with little or no notice, as in the event of an emergency where the facilities will be needed to conduct restoration efforts. In the case of cancellation by SKRECC, the rental fee will be refunded.

3. RESPONSIBILITY:

- A. The person making reservations must be at least 21 years of age and is responsible for picking up key.
- B. At the time the key is picked up, you must present a driver's license or a copy of a photo ID.

4. COMMUNITY ROOM EQUIPMENT AVAILABLE:

Appliances: Range, Refrigerator, Freezer, and Microwave Oven.
 _____ Tables; _____ Chairs - Fold tables up and stack chairs and return them to storage room.

5. CLEAN UP:

- A. Before leaving facility, clean all equipment used and return to its proper storage place.
- B. Take all foods out of refrigerator, freezer, range, etc.
- C. Bag and tie trash. Leave trash can in kitchen.
- D. Use dust mop on floor.
- E. In the event SKRECC determines in its sole direction that additional clean up is necessary following the rental, you may be billed an additional amount to cover clean up costs.

6. COMMUNITY ROOM KEY:

- A. Key/Card is to be picked up the day of the meeting.
- B. If it is a Saturday, Sunday, or Holiday, pick up the key/card the last day SKRECC office is open (prior to reservation day).
- C. **URGENT!** To provide access to building, pass the key/card in front of the reader located on the post at the right of the door. This will keep the door open until you are ready to leave. To LOCK the door: pass the key/card again and check that the door is locked. If not, pass the key/card again and re-check. All other doors are self-locking, so be sure they are not left open.
- D. Drop key card into night deposit (by the drive-thru window of the SKRECC office building) after meeting.

7. EXIT FROM COMMUNITY ROOM:

- A. Be sure to lock doors and turn off all lights.
- B. Departure time must be by 10 p.m. (unless given special permission by SKRECC management).

8. DECORATIONS:

- A. Please do not tape or staple streamers or other decoration to the ceiling, walls, or fixtures.

9. EVENT RESTRICTIONS:

- A. No admission fees.
- B. No alcoholic beverages, illegal drugs, gambling, or other events that would be prohibited by law.
- C. No pets.
- D. No Band Concerts/Auditions/Karaoke/Showings, etc. You can have recorded/radio background music; however, as a business, we cannot allow loud musical instruments to be used in the Community Room.
- E. No tobacco products of any kind nor E-cigarettes allowed inside the building.

10. GATE ACCESS:

- A. Parking in marked spaces only. PLEASE DO NOT BLOCK ACCESS TO THE GATE. This is especially important in cases of SKRECC electrical outages or other emergencies in which SKRECC trucks would need entry into the grounds.
- B. DO NOT PARK ON THE GRASS OR SIDEWALKS.

11. EXCEPTIONS TO RULES:

- A. Any exception to the rules and regulations must be presented to SKRECC management for review prior to reservation date.
- B. Any group found disobeying these rules and regulations is subject to immediate dismissal with no rental fee refund.

AGREEMENT:

I hereby certify that I have read, understand, and agree to follow the above stated rules and regulations. I further agree to accept full responsibility for the safe use of the facility, equipment, and grounds. *I understand that I will be held responsible for any damages or clean up that may occur while I am using the facility and its equipment.* I also agree that SKRECC will not be held liable for any accidents that may occur while we are using the facility, equipment, or grounds and will hold SKRECC harmless for any personal injuries or property damage to third parties using the facility, equipment or grounds.

PRINT NAME: _____

SIGNATURE: _____

DATE COMMUNITY ROOM IS TO BE USED: _____

KEY NUMBER: _____

SKRECC EMPLOYEE: _____

FOR YOUR PROTECTION, ALL ACTIVITIES ON THESE PREMISES ARE RECORDED BY VIDEO SURVEILLANCE.

Maximum Occupancy _____ INITIAL: _____