



## Community Room Information & Rules

	Members/Employees/Directors Non-Profit Organizations	All Others
<b>Rental &amp; Set-Up Fee</b>	\$125	\$300
<b>Audio/Visual (A/V) Equipment Fee</b> – includes use of projectors, screens, monitors and wireless Internet	\$50.00	\$50.00
<b>Deposit/ Janitorial Fee</b> – Refundable upon conditions and return of access card. (The \$100.00 deposit will not be refunded if user fails to clean and return the room to the same condition as they found it.)	\$200 <i>*Deposit is an addition to all rental fees</i>	\$200

1. The Community Room can accommodate up to 170 people in chairs with tables. (See layout options on third page.)
2. The Community Room is available for rent:
  - Monday-Thursday, 5-9pm
  - Friday, 5pm-midnight
  - Saturday, 10am-midnight
  - Sunday, Noon- 9pm
3. The Community Room is closed: New Year’s Eve, New Year’s Day, Easter Sunday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Eve, Christmas Day.
4. The Community Room is not available for recurring or regular monthly meetings.
5. The Community Room must be in the same condition that it was when you arrived. Trash must be placed in the proper bags and placed in designated containers.
6. Requesting individual or group shall provide their own food, beverages, plates, utensils, etc.
7. The kitchen is equipped as a “warming kitchen” and not intended for cooking and baking. The kitchen should be attended at all times when food is being prepared and the appliances are in use. Smoke detectors are tied into the fire alarm system and activation will result in a forfeit of the damage deposit.
8. All youth under the age of 18 must be supervised by an adult.
9. Alcoholic beverages, tobacco products, illegal or controlled substances of any kind, animals, explosives, firearms or flammables are prohibited on REMC property.
10. Nothing may be affixed by any means to any interior or exterior walls, windows, ceilings, furniture, or woodwork.
11. Covers may not be tacked, stapled, taped, or otherwise affix to the tables.
12. A/V and other electrical equipment must be turned off and/or unplugged at the end of the event.
13. A Building Access Card(s) shall be provided to a designated representative of the group no more than 36 hours prior to the date of use. Such card shall be returned within 48 hours of the date of use. A \$25.00 replacement fee will be charged for lost or damaged Access Cards.
14. Failure to meet any of these conditions, or non-compliance with any of the rules will result in the group losing the right to use the facility for a period of at least 12 months.
15. All fees and deposits must be paid one week prior to the date of the use of the Community Room.
16. Security Deposit will be returned within five business days subsequent to the Community Room being left undamaged and in order and the access card(s) being returned.



## Application & Agreement for Use of Community Room

Name of Individual or Group: \_\_\_\_\_

Name and Title of Person to receive refund check: \_\_\_\_\_

Please check appropriate box:      Member \*      Non-Member       Non-Profit

\*Please list your SCI account number if you are a Member: \_\_\_\_\_

Address where deposit is to be mailed: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

# Attending: \_\_\_\_\_ # of Chairs Needed: \_\_\_\_\_ # of Tables Needed: \_\_\_\_\_ Layout Option: \_\_\_\_\_

A/V Equipment Needed (**please check one**):    Yes     No       Internet Access Needed:    Yes     No

If Yes – please list items needed: \_\_\_\_\_

**By signing below the above-named individual or group agrees to:**

- Individually, or as the responsible party for the group, acknowledge that I have received and read a copy of, and will abide by the **Community Room Information & Rules** for use of the SCI REMC Community Room.
- Indemnify, defend and hold SCI REMC, and its employees, officers, directors and agents harmless from and against all losses, costs, expenses, claims, suits, damages and any other liability arising out of the individual's or group's acts or omissions and their individual and collective use of the SCI REMC's Community Room and Facilities.
- Assume responsibility for any loss or damages caused either individually or collectively to the facilities, fixtures, furniture, or any other property of SCI REMC. Should damage occur, user shall immediately contact SCI REMC via the telephone numbers listed to insure client and facility safety.
- Assumes all risks of personal injury, death, property damage, loss or other damage from whatever cause resulting from the user's negligence while using the Community Room and Facilities.
- That the individual and/or the group using the SCI REMC Community Room and Facilities will conduct the event in an orderly manner in full compliance with applicable laws, regulations; and assumes full responsibility for the conduct of all persons in attendance and for any damage done during the event.

By: \_\_\_\_\_  
Printed Name
Signature
Application Date

**PLEASE MAIL COMPLETED APPLICATION TO:**

**South Central Indiana REMC  
 Attention: Community Room  
 300 Morton Ave.  
 Martinsville In 46151**

<p><b>For Office Use Only</b></p> <p>Rental &amp; Set-up Fee: _____</p> <p>A/V Equip. Fee: _____</p> <p>Deposit: _____</p> <p>Total: _____</p> <p><b>Date Paid:</b> _____</p>	<p>GL# 4180005</p> <p>Deposit Refunded: Y_____ N_____</p> <p>Refund Method:            Check _____ Credit Card _____</p> <p>Last 4 digits of Credit Card # _____</p> <p><b>Date Refunded:</b> _____</p>
---	---