



**West Kentucky
Rural Electric**
Your Touchstone Energy®
Cooperative 

Guidelines for rental of the West Kentucky Community Room

West Kentucky Community Room Details

The West Kentucky Community Room is located on the campus of the West Kentucky Rural Electric Cooperative headquarters at 1218 West Broadway in Mayfield, Kentucky. The 144-capacity room has a fully-equipped kitchen complete with a serving bar, a serving window between the kitchen and room, bathrooms, access to our lovely outdoor courtyard area, and handicap-accessible parking for your guests. Additionally, the room features a podium, microphones, two projection screens and audiovisual equipment.

Authorized Use of the West Kentucky Community Room

The West Kentucky Community Room may be used to hold gatherings that meet the following criteria:

- Meetings of organized groups that serve the communities that receive power from WKRECC;
- Public or private meetings or gatherings held by WKRECC members;
- Social functions including weddings/receptions and showers held by WKRECC members;
- Business meetings that do not directly involve the sale or promotion of goods and services (events considered on a case-by-case basis, please inquire).
- Other events may be considered at the cooperative's discretion.

Reservations for the West Kentucky Community Room

- Reservations for the West Kentucky Community Room can be made with Barbara Clymer during regular business hours only.
- Members requesting reservations are asked to complete a rental application. Completion of a rental application does not constitute a reservation of the space. Space is not reserved until a rental agreement/contract are completed and fees are paid.
- Facility can be reserved for events to be held during regular business and non-business hours.
- Reservations are made on a first come/first served basis and are adherent to the Authorized Use of the West Kentucky Room guidelines listed above.
- Please call Barbara Clymer, Community Room Coordinator, at 270-251-6972 to check room availability before submitting your application.

- Use of the West Kentucky Room by West Kentucky Rural Electric Cooperative is given precedence over public use. Every consideration will be given to a reservation, however, WKRECC need in an emergency situation could result in cancellation of a reservation. If a reservation is cancelled due to WKRECC need, all fees will be refunded to the renter.
- Cancellation of a reservation must be made at least one week prior to the event date in order for a refund of fees. Cancellation of a reservation after that time will result in a late-cancellation fee equal to the fees paid for reservation.
- Room reservation may be booked no more than one year prior to the event date.

Deposits/Fees for Use of the West Kentucky Community Room

- For events hosted by individual members or non-profit organizations, a fee of \$50 will be collected with the signed Rental Agreement for events held during regular business hours. This fee (designated set-up/clean-up fee) will cover set-up and tear-down of tables and chairs (as chosen by the renter) general cleaning (see Rules for Use), trash dumpster pick-up and use of audiovisual equipment.
- For business events, a fee of \$100 will be collected with the signed Rental Agreement for events held during regular business hours. This fee (designated set-up/clean-up fee) will cover set-up and tear-down of tables and chairs (as chosen by the renter) general cleaning (see Rules for Use), trash dumpster pick-up and use of audiovisual equipment.
- For events held outside of regular business hours, a fee of \$50/\$100 plus a \$25 fee for each hour of the event will be collected with the Rental Agreement.

Rules for Use of the West Kentucky Community Room

- Please note, the interior and exterior of the West Kentucky Community Room and the entire WKRECC campus are under video surveillance at all times.
- Maximum occupancy is 144 people. Rental of the space will not be granted for events in which the guest list exceeds this number.
- The serving or use of alcohol or persons under the influence thereof will not be allowed on the campus of WKRECC or in the West Kentucky Community Room.
- Smoking or use of any other tobacco products is prohibited in the West Kentucky Community Room.

- Disorderly conduct, offensive or profane language or acts of violence are prohibited on the campus of WKRECC or in the West Kentucky Community Room.
- Pets and animals are prohibited on the campus of WKRECC or in the West Kentucky Community Room.
- All guests must obey local, state, and federal laws while on the campus of WKRECC or in the West Kentucky Community Room.
- The signatory of the rental agreement will be held financially responsible for malicious or negligent damage to the building, furniture, fixtures, equipment, or otherwise on the premises, caused by the group or its guests.
- The signatory of the rental agreement will be held financially responsible for any items missing from the facility inventory list after the event.
- Food service will be allowed in the West Kentucky Community Room and may be prepared on the premises. If your group plans to use a professional caterer for your event, the caterer or catering company must be present on the cooperative's approved list of caterers or they must be pre-approved prior to your event.
- The cooperative will provide the number of chairs and tables requested by your group (limited to the number owned by the cooperative) and will arrange the room in a manner decided by the group. After the event, chairs and tables should be left free of debris and in this manner to be torn down by cooperative staff.
- Audiovisual equipment can be provided for the event (limited to equipment already present in the facility). Event coordinators must alert West Kentucky Rural Electric Cooperative in advance if audiovisual equipment will be needed at the event. The signatory of the rental agreement will be held financially responsible for damage to that equipment occurred during event.
- The West Kentucky Community Room does have WIFI service for guests. A password will be provided.
- Tape, adhesives, tacks and nails on the walls, floors, tables/chairs and podium/stage are prohibited to avoid damage to the surfaces.
- At the conclusion of your event, all trash must be bagged and taken to the on-site dumpster.
- Kitchen equipment and kitchenware are provided for use during your event. At the conclusion of your event, all equipment and kitchenware must be properly cleaned and returned to its original location in the kitchen or loaded into the dishwasher. All electronic kitchen equipment (except main appliances) must be turned off.
- At the conclusion of your event, all floors, kitchen surfaces, bathroom surfaces and common areas used must be left clean and clear of debris.

Parking and Access for the West Kentucky Community Room

- The main entry door for the West Kentucky Community Room will be kept locked at all times except during the time requested for an event. Guests, coordinators and vendors who arrive prior to the time stated on the rental application will not be able to enter the building.
- Persons attending events in the West Kentucky Community Room will not be permitted in the office portion of the building at any time.
- Guests for an event in the West Kentucky Community Room should use the entrance for the West Kentucky Community Room located in the rear of the WKRECC headquarters building.
- Parking is available at the rear of the building. For events held during regular business hours, please advise guests to refrain from parking in the front of the building in areas designated for members and other business-related visitors.
- Additional parking is available in a secondary lot behind and to the right of the existing parking lot.
- Double-parking in the parking lot as well as parking outside of parking lot limits is not permitted.

Emergency Protocol

- The West Kentucky Community Room does have telephone service, which can be used for emergency purposes only.
- In the event of a building emergency, please contact our on-site event manager or our Dispatch Center at 270-247-1321.
- In the event of a medical or personal emergency, please contact 911.



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Rental Agreement for West Kentucky Community Room

Rental of the West Kentucky Community Room requires review and acknowledgement of the “Guidelines” document, completion of “Rental Agreement,” payment of fees and approval by West Kentucky Rural Electric Cooperative.

Payment of a Set-up/Clean-up Fee is included with this completed Rental Agreement.
_____ (initial)

- Audiovisual equipment will be needed from WKRECC.
Audiovisual equipment needs:

_____ (initial)

- I am a member of West Kentucky Rural Electric Cooperative Corporation.
- Our group or organization agrees to follow the Guidelines for Rental of the West Kentucky Community Room.
- I agree that our group is a non-profit, charitable or community-oriented organization **OR**
- I agree that my business event fits WKRECC criteria and has been pre-approved by the Cooperative.
- I agree that the West Kentucky Community Room will be used in accordance with our stated use on the Rental Application.
- I understand that the West Kentucky Community Room and the WKRECC campus is under video surveillance at all times.
- I agree to accept and assume responsibility for the conduct and behavior of guests and other parties associated with the rental of this property.
- I agree to indemnify and hold harmless West Kentucky Rural Electric Cooperative, its directors, officers, members, employees or agents from all Costs or liability resulting from any injury, claim, demand, loss or damage, including death or property damage caused by the negligence of the undersigned or its guests, invitees, or other persons or entities participating in the use of these facilities.

I hereby acknowledge receipt of the set of rules governing the use of the West Kentucky Community Room and WKRECC facilities. I understand and accept responsibility for my group's adherence to these rules.

Signature

Date

Signature of WKRECC Representative

Date