

# CENTRAL COMMUNITY CENTER



Central Rural Electric Cooperative offers a Community Center for use by cooperative members, non-members, not-for-profit groups and businesses. The meeting room is located on the Central campus, to the west of the main office and has the ability to accommodate up to 100 people.



## *Guidelines for Community Center use:*

- Reservations **MUST be made at least 30 days in advance** but not in excess of one year in advance. Reservations will be taken and considered in the order they are received.
- The rental fee (cash or check) must be received before the date is secured on the calendar. Upon receiving the rental fee, Central will notify the requester that the reservation is approved. If the date is no longer available, the fee will be returned to the requester.
- Central Rural Electric Cooperative members and non-profit organizations may rent the room for \$50 per day.
- Non-members and businesses may rent the room for \$100 per day.
- Any damage to the Community Center as determined by Central Rural Electric Cooperative during its use will be the financial responsibility of the individual that makes the reservation.
- Reoccurring meetings are not allowed. A rental fee and application is needed for each meeting.
- Alcohol is not allowed in the Community Center or on Central's campus.
- The Community Center along with the entire Central campus is a tobacco free zone.
- A limited number of tables and chairs will be made available. Set-up and tear down is the responsible of the individual making the reservation. Tables and chairs should be put back as they were upon arrival.
- Catering is allowed and a limited kitchen is available for use. All trash, leftover food, dishes, etc... are the responsibility of the individual or group using the facility and must be removed after use. A dumpster is located northeast of Central's headquarters building.
- All surfaces (tables, counters, etc.) must be wiped down following use.
- Nothing may be affixed to the walls at any time. Marker boards are available on the wall.
- Central will not provide a computer for use. However, the requester may bring a laptop or tablet to connect to television screens via an HDMI connector.
- Guest Wi-Fi access is available, however it should not be used for streaming of entertainment services (Netflix, Hulu, Amazon Prime, etc.) Information on accessing Wi-Fi is available in the room.
- Central reserves the right to refuse use of the room to any person or group.
- The Community Center max occupancy is 100 people.

# COMMUNITY CENTER APPLICATION



- Please select one:
- I am a CREC member, my account number is: \_\_\_\_\_ ;\$50 rental fee
  - The rental is for a non-profit organization; \$50 rental fee
  - The rental is for personal use by a non-member; \$100 rental fee
  - The rental is for a business; \$100 rental fee

Organization/Member: \_\_\_\_\_

Number of Persons Attending Meeting: \_\_\_\_\_

Person Responsible for Meeting & Keys: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Describe the purpose of your meeting/event (please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our organization agrees to follow the published rules and regulations for the Central Rural Electric Cooperative Community Center by Central Rural Electric Cooperative Board of Trustees. Central reserves the right to revoke an organization's application/reservation or reschedule your meeting due to a scheduling conflict. By signing, I affirm that I have read the Central Rural Electric Cooperative Community Center Policy and will comply with the rules and regulations set forth therein. The rental fee (cash or check) is due with the application before the date is secured on the calendar. I understand that I am responsible for any damages as determined by Central Rural Electric Cooperative, and additional fees may be charged to cover any expenses as the result of damage, negligence or not following the guidelines (Initial here: \_\_\_\_). I also assure that our group will not exceed the allowable occupancy set forth in the guidelines.

I, on behalf of the organization and members thereof utilizing the Community Center, hereby acknowledge and waive any objection to the video surveillance of the Central Rural Electric Cooperative Community Center, entrances and hallways by Central Rural Electric Cooperative.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application(s) to Central Rural Electric Cooperative, Attention: Erin Talley, P.O. Box 1809, Stillwater, OK 74076. Or via email: [etalley@mycentral.coop](mailto:etalley@mycentral.coop). Questions can be directed to Erin Talley by phone at 405-533-4107 or 405-714-8221.