

## **RULES AND REGULATIONS FOR NOLIN RECC COOPERATIVE MEETING CENTER**

The Nolin RECC co-op meeting center and kitchen facilities are available to members and the community and will serve as a meeting facility for primarily agriculturally oriented and non-profit groups. The meeting center and kitchen will also be offered to other organizations and clubs on a limited basis.

Please enter the meeting center through the side doors on the left side of the building (located near the drive-thru area). Parking is available directly in front of these doors. **Please do not block the drive-thru lanes.**

### REGULATIONS ARE AS FOLLOWS:

- An organization may not utilize the facilities in excess of two times in one month.
- Each organization is responsible for the set-up of tables and chairs in the meeting center (tables and chairs are provided).
- Any group meeting after 5:00 p.m. or on a weekend will need to get a key to unlock/lock the facility.
- The meeting center must be clean and left in good condition. Return all items to their proper place. All spills should be cleaned immediately and surfaces wiped clean. A \$25 charge will be assessed for any spills on the carpet causing a stain. Also, restrooms must be left clean and orderly. Mops, brooms and cleaning supplies will be available in the janitor closet located in the kitchen.
- Any for profit business or organization using the meeting facilities will be charged a \$50.00 non-refundable usage fee for each meeting.
- No smoking or alcoholic beverages in any part of the building.
- No frying is allowed in the kitchen.
- Outside doors should not be propped open with any objects such as chairs, garbage cans, etc. The doors are equipped with "panic bars" that can be locked in an "open" position making the doors easy to open.
- All lights must be turned off and outside door must be locked when leaving the meeting center.
- Keys and checklist are to be returned in the night deposit immediately after meeting.
- No tape, staples, nails or other means are to be used to attach anything to the walls, floor, ceiling or doors.
- Any person or persons needing to make a phone call should utilize the pay phone located between the restrooms.
- After each meeting an inspection of the center will be made.
- Any damage beyond normal wear and tear will be repaired and billed to the responsible party.
- Each group or responsible person using the cooperative meeting center will sign a usage agreement.
- Because of the demand for use of the Nolin RECC cooperative meeting center, we must exclude personal meetings such as parties, showers, receptions and reunions.
- Failure to follow these regulations may result in refusal by Nolin RECC to allow future use of the meeting center.
- We do have the following equipment available for use: TV/VCR, overhead projector, slide projector, microphone, and podium. If you need to reserve any of this equipment, please do so when you reserve the room.

**NOLIN RECC COOPERATIVE MEETING CENTER  
USAGE CHECKLIST**

The following information is provided to assist you with your responsibilities during the use of the Nolin RECC Cooperative Meeting Center. Please check each of these items before departing from the center. Cleaning supplies, vacuum and other materials are located in the janitor closet in kitchen area (located to the right of the inside kitchen entrance).

**KITCHEN USE:**

- \_\_\_\_\_ Clean all surfaces in kitchen.
- \_\_\_\_\_ All appliances should be in the "off" position.
- \_\_\_\_\_ Do not leave any food, drink, dishes or utensils.
- \_\_\_\_\_ Replace trash bag and take trash with you as you leave.
- \_\_\_\_\_ Clean the coffee pot and replace it in cabinet.
- \_\_\_\_\_ Sweep kitchen floor (mop if necessary).

**CO-OP MEETING CENTER USE:**

- \_\_\_\_\_ Turn the sound system off (if applicable).
- \_\_\_\_\_ Wipe off tables and chairs and leave them standing.
- \_\_\_\_\_ Vacuum the meeting center (located in janitor closet).
- \_\_\_\_\_ Turn off lights in meeting center and hall area.
- \_\_\_\_\_ Lock the outside entrance door (make sure it is closed tightly).
- \_\_\_\_\_ Make sure the restrooms are neat and in order.

***Deposit this checklist and your key in the night depository.  
Nolin RECC is not responsible for any items left in the Co-op Meeting Center.  
The Co-op Meeting Center will be inspected after each meeting.  
Emergency Dispatch Number is 769-6396***

Name of Organization \_\_\_\_\_ Phone No. \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 411 RING ROAD, ELIZABETHTOWN, KY

## USAGE AGREEMENT

1. Purpose and Term. Nolin RECC agrees to furnish the Cooperative Meeting Center located at 411 Ring Road, Elizabethtown to \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, from \_\_\_\_ o'clock \_\_. M. until \_\_\_\_ o'clock \_\_. M.
2. Schedule of Fees. The following fees will be due and payable to Nolin RECC before the above meeting date.
  - A. No Fee for a non-profit organization meeting
  - B. \$50.00 fee on for profit organization meeting
3. Conditions of Usage. Because of the demand on the meeting center, Nolin can not allow any personal parties, showers, receptions, reunions or meetings of any sort to be scheduled in the meeting center.

The kitchen is a catering facility ONLY. The Fire Marshall will not allow frying in the kitchen.

Smoking, alcohol possession and/or consumption, and drug possession and/or consumption are not permitted at or upon the premises.

No firearms are permitted on Nolin RECC property or premises.

No banners, signs and decorations shall be permitted on the outside of the building or on the walls, ceilings, floors or doors inside the building.

Tables and chairs should be left standing after the meeting.

No cooking or serving equipment shall be removed from the premises.

The renter/user of the meeting center agrees to enforce all regulations governing the use of the premises and contained herein and in the "Checklist". Also, the renter/user shall not exceed more than 75 people for the meeting center during Nolin's regular business hours and shall not exceed more than 120 people during evening hours and weekends.

The renter/user agrees to assure proper clean-up after completion of activities on the premises. Kitchen counters tables and chairs must be wiped clean. The kitchen floor must be swept, and the meeting center floor must be vacuumed. All food, trash, table coverings and other debris must be removed from the center and properly disposed of by renter/user. Clean trash bags should be placed in the cans.

Nolin RECC reserves the right to limit the number of times the center is used by any one person, group or organization.

Renter/user agrees to complete the checklist and return it and the key in the Nolin RECC night depository immediately after locking the facility.

Renter/user agrees to release, hold harmless, indemnify and defend Nolin RECC and any and all of Nolin's officers, agents and employees from any and all claims or liability for any loss,

injury or damage to persons or property that may be sustained or alleged by reason of the occupancy of the premises and appurtenances thereto under this agreement.

Renter/user shall not damage or deface said premises and shall not permit the premises to be used in any unfitting manner. Furthermore, the renter/user shall be responsible for all damage to the premises caused by it or by persons entering the premises during the time the premises are being occupied by the renter/user under this agreement. In addition, the renter/user assumes full responsibility for the character, acts, conduct and consequences thereof for all persons entering upon or into the premises while under this agreement.

In renting/loaning the cooperative meeting center, Nolin RECC does **not** relinquish the right to control the management and operation of the center. In addition, Nolin RECC reserves the right to exclude any group or organization that fails to adhere to any part of this agreement.

IN WITNESS WHEREOF this agreement is signed by an authorized representative of Nolin RECC and the renter/user on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This agreement, The Rules and Regulations, and the Checklist, constitutes the entire agreement between the parties. Only a written instrument signed by each party may amend it.

\_\_\_\_\_  
Nolin RECC  
411 Ring Road  
Elizabethtown, KY  
(270) 765-6153

\_\_\_\_\_  
Renter/User of Co-op Meeting Center  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_