



Boone Electric Cooperative

A Touchstone Energy® Cooperative



7/2016

Office Use Only
Circle One Room:
North South Both

1413 Rangeline St., Columbia, MO 65201

573-449-4181 or 800-225-8143, comments@booneelectric.com, www.booneelectric.coop

APPLICATION TO USE THE BOONE ELECTRIC COMMUNITY ROOM

Community Organization:

Thank you for inquiring about our meeting facilities. For our records, please complete the following and return to Boone Electric Cooperative, Attention: Denise Scott, P.O. Box 797, Columbia, MO 65205. Applications can be faxed to 573-441-7226.

An application is required each time the Community Room is reserved.

Organization: _____

Number of Persons Attending Meeting: _____

Max Capacity: South Room – 30 pp with tables, 40 pp with only chairs;

North Room – 40 pp with tables, 60 pp with only chairs; Both Rooms – 100 pp

Person Responsible for Meeting and Keys: _____

Home Address: _____

Business Address: _____

Business Phone: _____ Ext. _____ Cell Phone _____

Email Address: _____

Type of Organization: _____

Describe the purpose of your meeting/event (please be specific).

Dates & Times Requested

Our organization agrees to follow the published rules and regulations for the Boone Electric Community Room by the Cooperative's Board of Directors. (When publishing information in newsletters and newspapers, please be sure to specify the facility as the "Boone Electric Community Room" and list your phone number and/or email address for questions.) BEC reserves the right to revoke an organization's application/reservation or reschedule your meeting due to a scheduling conflict.

Meeting participants should park in the north parking lot. If the meeting is held during BEC business hours, the parking lot in front of the building must be left available for BEC customers. Carpooling is recommended as a limited number of parking spaces are available.

By signing, I affirm that I have read the Community Room Policy and will comply with the rules and regulations set forth therein. I affirm that our group is a nonprofit, charitable, community-oriented organization.

The person signing this application is responsible for picking up the key before 4 p.m., returning all tables and chairs to their designated storage areas and locking the room after vacating and returning the key in the drop box located outside the west door of the Community Room. If the key is lost, the person signing this application is responsible for a charge of \$200 (Initial here: _____), as it will be necessary for Boone Electric Cooperative to change all locking mechanisms. I understand this responsibility and will lock the outer doors and return the key when our meeting is over. I also assure that our group will not exceed the maximum number of persons allowable for the room size.

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

Initial here: _____ Signature : _____ Date: _____