

VICTORIA ELECTRIC COOPERATIVE, INC.
AUDITORIUM USAGE AGREEMENT
BOARD APPROVED: DECEMBER 16, 2008
Policy # 1008

(361) 573-2428 Main Telephone

(361) 573-5753 Fax

Name of Group: _____ Date of Rental: _____

501(c) 3 on file yes no

Main Contact Person: _____

Day Time Phone: _____ Cell Phone: _____

Alternate Contact Person: _____

Who else may book for the Group? _____

Who else may pick up the key? _____

Mailing Address: _____

Time of Meeting: _____ Users must be completely vacated by 11:00 p.m.

Describe what your organization will use the building for:

PAYMENT FOR USAGE - NO CHARGE

There is no cost to use the facility but a refundable deposit of \$100.00 will be paid yearly to cover clean up cost if required. Year end balance will be refunded to the group.

Refund collected: yes no Date: _____ Name: _____

Keep information updated as contact people change.

**AUDITORIUM
CONDITIONS FOR USAGE
Policy #1008**

The Board of Directors of Victoria EC has permitted the usage of its auditorium by non-profit, community service organizations, school related organizations and non-profit organizations whose membership is comprised of greater than 51% VEC members to conduct their business meetings on a first come, first serve basis. No parties (Annual, Christmas, etc) will be permitted. No fee may be charged by your group to enter the building.

No religious or political groups are permitted usage of the auditorium. The auditorium is not permitted to be used on Saturdays, Sundays, or holidays.

VEC reserves the right to decline the use of auditorium. VEC reserves the right not to honor your reservation in extreme weather conditions, such as a hurricane and the aftermath to allow VEC to serve food to line crews that are here to restore power or any other emergency deemed necessary by the board or VEC management. Also conditions of flooding, building damage, street repairs, etc. may warrant the auditorium being closed.

GENERAL USE: (After Regular Business Hours)

The group's designated responsible person, over age 18, should pick up the key to the auditorium no more than one week prior to the date of the meeting. Keys may be picked up at the inside cashier's window during regular business hours only. Hours are Monday - Friday, 8:00 a.m. - 5:00 p.m. We do not leave keys for pick up at the drive-through window.

IF YOU FORGET TO PICK UP THE KEY, you must conduct your meeting elsewhere. Cooperative personnel are instructed to open the building only for cooperative business. The answering service is instructed not to call cooperative management or other employees, unless in emergency situations.

SECURITY:

The Lessee will furnish its own security.

There is a gate alarm in the hall by the water fountain. If the cooperative is charged by our security company or by the Victoria Police Department to respond to the premises, your group will be responsible for the payment of their services.

PREMISES:

The air conditioner/heating and lighting must be turned off at the end of each meeting. The thermostat can be changed only by our maintenance personnel. (Please don't try it yourself.)

ALL the aluminum doors that lead outside the building must be latched before leaving. You may think no one went out these doors, but they do, especially late comers. When you are ready to leave, lock the door from the inside, leave the key by the telephone and go out the door with the crossbar. Be sure it latches as well.

Never use metal dishes or utensils in the microwave oven and be sure to cover food.

TABLES, CHAIRS, ETC.:

Tables must not be dragged across the floor. Use two people to move them.

If refreshments or a meal is going to be served, all tables must be covered with a cloth or plastic table covering. The table coverings must be removed and disposed of immediately after the meeting by Lessee. Please wipe counters and stove top too.

The Lessee will be required to furnish its own table coverings.

Tables and chairs do not have to be put in the closets. You may leave them where you used them.

DECORATING:

The Lessee, desiring to decorate the auditorium must contact the Lessor for a date and time in which to do so.

Decorations will be limited to the tables only. Nothing will be placed anywhere else. No use of glitter, confetti, or the like is permitted.

Nailing, taping, or any other form of attaching objects to the walls, ceiling, or floors is not permitted.

All decorations and adornments must be removed immediately after said function.

FOOD and REFRESHMENTS:

No alcoholic beverages of any kind may be consumed or brought on the premises.

Ice may be brought into the auditorium in ice chests only, not in bags or other containers.

No bar be-cue pits, propane cookers, fryers, or open flames may be brought or used on the premises.

Smoking and/or gambling on the premises is not permitted.

The Lessee must furnish all cooking utensils, dish washing materials, etc. and all belongings must be removed immediately after said function.

GENERAL USE: (During Regular Business Hours)

During regular business hours, please inform your participants that this is a place of business and we must maintain a business-like atmosphere both inside and outside the building at all times.

Your meeting must be confined to the auditorium. Do not loiter in the halls, offices, or outside. Please keep your breaks quiet and to a minimum in number.

No other services are offered when using the auditorium, i.e., coffee supplies, copies, faxes, extension cords, office supplies, or taking messages, etc. You are encouraged to visit the premises before your meeting to see what is available to you and what is not.

During regular business hours, employees and customers must be able to come and go freely from the premises. The drive-through and its parking area are off limits at all times. The driveway must never be blocked. Additional parking is available in our warehouse until 4:30 p.m. Your group must pay for VEC personnel to stay after hours.

DAMAGES:

The Lessee will be responsible for the conduct of ALL persons on the premises.

All damages to the AUDITORIUM and its CONTENTS will be paid for by Lessee, including the floor. Dancing of any type is not permitted.

If you use the microphone, do not adjust the controls. Be careful to properly disconnect the microphone from the floor plug and leave on the counter.

CLEAN UP:

Auditorium and Restrooms must be inspected by the user and clean as needed.

If refreshments or a meal is going to be served, the Lessee must wipe all tables at the end of the use of the auditorium.

All trash of any kind, must be removed from the premises upon completion of usage, including the rest rooms. Also, check the yard and the parking lot, if necessary.

You must bring your own garbage cans and bags. Don't leave any filled bags for cooperative personnel to dispose.

Should Lessee not leave the auditorium clean upon completion of its usage, Lessor will hire the auditorium cleaned at the expense of Lessee and the lessee will not be allowed to use the facility in the future.

Lessee will adhere to the attached "Exit" Form and by his/her signature indicates all conditions have been met.

VIOLATIONS:

Violation of any of the above rules by Lessee will cause a denial of further privileges of using the auditorium. **Check lists posted around the auditorium on what to do.**

HOLD HARMLESS:

The Lessee will indemnify and hold Victoria Electric Coop harmless from and against any loss, damage or injury caused by, or on behalf of, or through the fault of Lessee, or any way resulting from Lessee's presence upon Victoria Electric Coop lands and premises.

By signing below the responsible person acknowledges he/she has read, understands and will insure their group will conduct their meetings in accordance to this agreement.

LESSEE:

Printed Name

Signature of Responsible Party

Your Driver's License #: _____

Date: ____/____/200____

LESSOR: Victoria Electric Cooperative, Inc.

By: _____

Date: ____/____/200____

List of violations by:

Date: ____/____/____

Description: _____

Date: ____/____/____

Description: _____

Date: ____/____/____

Description: _____

Date: ____/____/____

Description: _____

Victoria Electric Cooperative, Inc.

Auditorium "Exit" Check List

Date: ____/____/____

Name of Group _____

Responsible Person _____ Phone number _____

Heater/Air Conditioning turned off* _____
(located in closet behind stove)

Table & chairs cleaned * _____

Stove, Oven, Microwave turned off* _____

Counters/stove top wiped and cleaned* _____

All decorations/adornments removed* _____

All trash picked up* _____

Microphone placed on counter* _____

Door key placed on counter* _____

All trash removed from property* _____

Lights turned off* _____

All Auditorium doors to the outside closed and locked* _____

Please do not fold up & put away tables/chairs. You may leave them as you used them.

Provide details if any equipment, furnishings were broken, any unusual occurrence or disturbance that took place during your meeting:

Signature- Responsible Person

Time

* Mark each item with "X" if completed