



ROGER SPIRY COMMUNITY ROOM HANDBOOK



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COMMUNITY ROOM RESERVATION GUIDELINES

Careful observance of the following guidelines will allow Beltrami Electric Cooperative (BEC) to provide the use of the Roger Spiry Community Room for the public indefinitely. However, any abuses will be noted, and the accommodation will, of necessity, be discontinued immediately. We reserve the right to modify these guidelines as needed.

Rates:

Rental rate: \$50.00

Room Capacity:

70 – This is a maximum and may not be appropriate during normal business hours.

Activities allowed:

- Training sessions
- Discussion Groups
- Presentations
- Business/Government Meetings

Restrictions:

- No promotions or solicitations to sell products or services (i.e., garage sales, flea markets, etc.)
- No demonstration that could damage the building or equipment
- Number of persons in room and the impact on parking can be issues. Large groups must verify details before making a reservation
- No unlawful activity
- No animals, reptiles, birds, or insects
- No activities that disrupt others such as loud music during business hours
- No alcohol, smoking or tobacco
- No glitter or confetti

Reservation and Payment:

- Reservations for the Community Room shall be made as far in advance as possible to secure the date.
- Payment must be received prior to using the room. Checks are payable to Beltrami Electric Cooperative. Credit cards are also accepted. In the event an organization uses a purchase order system and cannot make payment prior to using the room (i.e., government organization), the cooperative will invoice the organization.
- BEC reserves the right to refuse the use of the Community Room to any person or organization.
- BEC reserves the right to first option for the Community Room. BEC will not contract for continual meetings by the same organization (i.e., weekly/monthly meetings).

Availability:

The Community Room will be available from **7 a.m. to 11 p.m.** After hours use will require the group's host to pick up a key during normal business hours Monday through Friday (8 a.m. to 4:30 p.m.) so they can access the front door and Community Room. The host is responsible for locking the community room door and the front door and returning the key to the drop box when finished or return it to the front desk at the cooperative the next business day.

Equipment:

The following equipment is available: projector, microphone, flip chart, white board, Internet access, podium, and portable coat rack. Other equipment, including a computer/laptop is the responsibility of the group. For technical assistance during normal business hours, please ask at the front desk. If your group is using the room outside of normal business hours, and has concerns about how to use equipment, please plan to stop in prior to your event to test it out.

Kitchen Use and Refreshments:

- The kitchen area may be used and is included in the room fee. Kitchen equipment includes electric range, microwave, refrigerator/freezer, coffee maker, dishwasher, utensils, coffee cups, etc.

Set Up and Clean Up:

- Set up and clean up are the responsibility of the group. Groups are expected to leave the room clean for the next group. During the work week BEC will take care of garbage; on the weekends those that have significant garbage are asked to dispose of it.
- Groups using the community room after regular business hours will need to assign a representative to be responsible for picking up and returning the key to the drop box located inside the entrance.

FACILITIES OVERVIEW

This document is intended to serve as a guide for many of the capabilities and limitations of the facilities provided with the Community Room. Your rental of the room includes access to its kitchen, multimedia presentation equipment, seating, tables, etc.

THE USE OF THE COMMUNITY ROOM SHALL BE MADE AVAILABLE:

- When the use does not interfere with the normal activity and function of the cooperative
- When the requesting organization agrees to adhere to the Community Room Reservation Guidelines
- When the requesting organization has designated one individual host to assume full responsibility for the use of the facilities, equipment, furnishings, kitchen supplies and the conduct of the group

The front door entrance is locked at 4:30 p.m. on weekdays and throughout the weekend. If your use of the room is outside of normal office hours, it is the group's responsibility to ensure doors are properly locked upon leaving. The key issued will unlock both the front door and the doors to the Community Room.

LOCKING AND UNLOCKING THE DOORS

Entering/exiting the building – leaving the front doors LOCKED

- To enter from outside, insert the key into the lock cylinder and turn counterclockwise a little more than half a turn. Pull the door open while holding the key in this position. The door will lock when closed.
- To exit from inside, depress the paddle, this will retract the latch and allow you to push to the door to exit. The door will lock when closed.

Unlocking the front door to allow free entry

- Insert the key into the lock cylinder. Depress and hold the paddle on the inside of the door. Turn the key clockwise while continuing to depress the paddle. The key will turn almost ½ a turn clockwise. Once the key is turned, you can release the paddle and the latch should be held in the retracted position. You can now return the key to the center position to remove the key from the cylinder.
- To allow the free swing on the other door sections, release the manual flush bolts. These are located on the inside edge of the door 12 inches from the top and bottom.

Locking the front door

- Close the manual flush bolts on the door section adjacent to the keyed door section. These are located on the inside edge of the door 12 inches from the top and bottom. This is important because without these bolts to hold this door in place, the center of the doors will push out allowing the doors to open even though the keyed section is locked.
- To release the latch on the keyed door section to the locked position: Insert the key into the lock cylinder and turn counterclockwise, the latch will be released. Return the key to the center position to remove. Close door and pull to confirm that it is latched.

OTHER COMFORT FACILITIES

Public restrooms are located just outside the entrance to the Community Room. Handicap accessible doors are at the front entrance but may require assistance after hours when the outside doors are locked.

KITCHEN AND RELATED FACILITIES

A functional kitchen is included with the room rental. It includes access to a conventional range with oven, microwave, refrigerator, dishwasher, coffee maker, etc. There is a stock of utensils, cups, etc. in the room.

Coffee is provided in the drawers beneath the coffee maker. **NOTE: DO NOT ADD WATER!** The machine is connected to a water source and doesn't require any additional water to be added. If a coffee pot is not empty before starting the brew cycle, it will overflow, so please be careful to only use empty coffee pots.

To use the coffee maker, turn the unit on using the on/lower switch. Once the filter and coffee have been placed into the filter holder and an empty coffee pot is placed on the main burner, press the start button.

TABLES AND CHAIRS

Note: It is the group's responsibility to setup the chairs and/or tables to your needs.

Chairs and tables are included for a recommended maximum of 70 people. Tables are generally kept along the north and west walls of the room. If more tables and chairs are needed, they are located in the closet with the double doors. There are only 68 chairs available in the room, therefore we request that groups limit attendance to a maximum of 70 persons; keeping in mind the parking issue referenced below. Large groups are requested to limit event times to periods outside of normal business hours.

CLEAN UP

Please pick up all garbage. Do not leave food or dirty dishes in the room or refrigerator and wipe down counters and tables to help keep the room clean for the next group that is using it. A dishwasher is provided for the washing of any dishes that are soiled during your use. Soaps are located beneath the sink. On weekends and holidays, BEC staff is not available to clean the room and another group may be using the room before the next business day.

EVENT ATTENDANCE AND PARKING

BEC wishes to make our Community Room available to various community groups but does reserve the right to refuse the use of the room. The size of the group, time and date of event and parking limitations cannot have a negative impact on the normal activity and function of the cooperative and other building tenants.

The parking lot in front of the building is limited, especially during normal business hours.

Community Room hosts are asked to monitor the parking lot and provide guidance on any issues to those attending their events.

- The front parking lot has a total of 44 designated parking spaces, some of which are reserved for handicapped visitors. Parking is available on the public streets when parking in the front lot is full.
- During business hours, the row closest to the building is reserved for 15 minute and BEC member parking, leaving only 26 parking spaces available in the lot. Some of these parking spaces are used by other building tenants and visitors during normal business hours.
- Because of the limited parking, hosts holding events during normal business hours are asked to limit the attendance of their groups.

Parking on the lawn is NOT allowed!

Parking on the lawn will cause damage to the sprinkler system. Be aware that the automated sprinkler system may come on during evening meetings, and vehicles parked near the edge of the lot may receive some overspray especially on windy days. This is reduced by parking in designated parking spaces.



TECHNOLOGY AND RELATED EQUIPMENT

BEC does not guarantee availability for technical support of your presentations. When available, we are happy to assist, but here are some tips on helping to ensure your presentation operates smoothly. If your group is using the room outside of normal business hours, and has concerns about how to use equipment, please plan to stop in prior to your event to test it out.

BEC provides a projector, projection screen, wireless microphone, flip chart, white board, and wireless internet access. We do not provide a laptop to be used for your presentations. Please plan to bring your own laptop if it is applicable to your meeting.

VIDEO PROJECTOR

The video projector is permanently mounted overhead. It is set up to project on the west wall onto a screen that is lowered from the ceiling. Both the projector and screen are remote controlled using the CRESTRON control panel located in the southwest corner of the room.

1. To raise or lower the projector screen, press the power button. 
2. Connect to Community Room Wi-Fi.
3. Press the “Air Media”  button for wireless presentation. Follow instructions on projector screen.
4. (OR) To directly connect your computer to the presentation device, press “Wall Input”.
5. Use the volume control to adjust speaker volume.
6. Press “Mic Audio” to adjust microphone volume.



USING YOUR COMPUTER FOR A PRESENTATION

If your laptop does not detect the projector, most computers include some function button options to enable the projector’s display. Try using the Windows key + P.

USING THE MICROPHONES

Two microphones are kept in the room for use when needed. One is a lapel style wireless microphone, and the other is a standard handheld wired microphone. The wireless microphone should be kept on the podium shelf. Please note that only one microphone will work at a time.

OTHER PRESENTATION TOOLS

White (dry erase) boards

There are two white (dry erase) boards available. One is located within the wooden cabinet on the west wall. The other is a portable white board on wheels. Please do not affix any signs or tape to these boards. Use only the dry erase markers provided. **DO NOT TAPE ANYTHING TO THIS BOARD.**

Flip chart

The flip chart is normally located in the closet in the northeast side of the room.