

**COMMUNITY ROOM RULES AND REGULATIONS**  
**CENTRAL WISCONSIN ELECTRIC COOPERATIVE (“CWEC”)**

1. The maximum number of individuals allowed in the Community Room is limited to 99 persons.
2. **SMOKING IS NOT ALLOWED IN THE BUILDING.** There are receptacles for ashes outside of the entrances.
3. **ALCOHOL AND ILLEGAL DRUGS ARE NOT ALLOWED IN THE BUILDING OR ON CWEC PREMISES.**
4. The exterior entrance door will need to remain locked. Renter will be responsible for stationing someone at the door to allow guests to enter.
5. **LIMITED DECORATIONS FOR SPECIAL OCCASIONS ARE PERMITTED ONLY WITH PRIOR REVIEW AND APPROVAL BY CWEC STAFF.**

**STAPLES, GLUE, POSTER PUTTY, TAPE AND GRAFFITI ARE NOT ALLOWED ON ANY WALLS. NO DECORATIONS HANGING FROM OR ATTACHED TO THE CEILING ARE ALLOWED.**

Renter is responsible for setting up the Community Room for its intended use. Immediately at the end of Renter’s designated time for utilizing the Community Room, Renter shall remove all decorations and restore the Community Room to the condition it was in immediately prior to Renter’s use, including cleaning of the room.

**CLEAN UP CONSISTS OF THE FOLLOWING:**

- A. Anything that is spilled must be wiped up. Tables, chairs, counter tops, and all other surfaces in the Community Room and bathroom must be washed clean.
- B. Community Room and hallway carpets must be vacuumed (vacuum is located in the closet).
- C. All tables and chairs shall be returned to their original location.
- D. **ALL** garbage, concluding restroom garbage, shall be placed in a garbage bag and removed from the facility. Fresh liner bags must be placed in all garbage receptacles (located at the bottom of the garbage cans) and receptacles must be put back in their original locations. Renter will be responsible for the removal of all garbage from the facility.
- E. Renter shall be responsible for any costs (including labor) incurred by CWEC to clean the facility after Renter’s use.

6. Renter is responsible for the preservation of order during facility usage. Children must be supervised by adults at all times. There is to be one adult to each 10 children under the age of 12.
7. CWEC assumes no responsibility for personal property theft or damage to vehicles while on the premises.
8. CWEC staff shall have free access to all rooms at all times and may stop in at any time.
9. The facilities will be inspected after use and Renter agrees to promptly pay for loss or damages occurring during use of facilities that is beyond their deposit amount.
10. No deep fat fryers or open flame type cookers are allowed in the building. Any equipment brought into the building must have prior approval by CWEC staff. CWEC reserves the right to limit, oversee, and operate any electrical equipment in the facility.
11. Guests are not allowed anywhere else in the building other than the Community Room and the hallway and restrooms leading to the Community Room from the public entrance.
12. **THE WISCONSIN DEPARTMENT OF CORRECTIONS HAS GIVEN NOTICE THAT AS OF JANUARY 4, 2017, A REGISTERED SEX OFFENDER WILL RESIDE WITHIN 1500 FEET OF CWEC. OTHER REGISTERED SEX OFFENDERS MAY ALSO RESIDE IN THE VICINITY. INFORMATION REGARDING REGISTERED SEX OFFENDERS AND THEIR RESIDENCES CAN BE FOUND AT [HTTPS://APPSDOC.WI.GOV/PUBLIC/OFFENDERS](https://appsdoc.wi.gov/public/offenders).**