

**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. Renters and group leaders will be responsible for seeing that this rule is followed.
3. **ALCOHOL IS 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 WITH PRIOR REVIEW AND APPROVAL. STAPLES, GLUE, POSTER PUTTY, TAPE AND GRAFFITI ARE NOT ALLOWED ON ANY WALLS. NO DECORATIONS HANGING FROM OR ATTACHED TO THE CEILING ARE ALLOWED.**
6. You are responsible for your own set up and take down, as well as cleanup of facilities used.

CLEAN UP CONSISTS OF THE FOLLOWING:

- A. Anything that is spilled should be wiped up. Wash off all tables, chairs, counter tops, etc.
  - B. Community Room and hallway carpets should be vacuumed (vacuum is located in the closet).
  - C. All tables and chairs shall be returned to their original location.
  - D. Pick up **ALL** garbage which will include restroom garbage. Put a fresh liner bag in container (located at the bottom of the garbage cans) and put it back in its original location. The renter will be responsible for the removal of all garbage from the facility.
  - E. Please wipe down **ALL** table tops, countertops, and chairs in the Community Room, as well as the countertops in the bathrooms.
7. You are responsible for the preservation of order during facility usage enforcing the no smoking/no alcohol policy. Children must be supervised by adults at all times. There is to be one adult to each 10 children under the age of 12.
  8. CWEC assumes no responsibility for personal property theft or damage to personal vehicles while on the premises.
  9. CWEC staff shall have free access to all rooms at all times and may stop in at any time.
  10. The facilities used will be inspected after use and the user agrees to promptly pay for loss or damages occurring during use of facilities that is beyond their deposit amount.
  11. No deep fat fryers or open flame type cookers will be allowed in the building. All electrical equipment use and arrangements shall be in the charge and control of the CWEC staff. Any equipment brought into the building must have prior approval by CWEC staff.
  12. 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.