



Community Room Use Guidelines

The Mountain Parks Electric, Inc. (MPE) Granby Community room will be available for use to responsible individuals and organizations who will agree to the following rules and regulations governing the use of the room:

1. The MPE application for the use of the Granby community room must be completed and returned to the MPE Granby office seven (7) days prior to the date of requested use.
2. MPE reserves the right to cancel a reservation at any time by notifying the reservation holder. Planned meetings of MPE will always have preference. MPE reserves the right to deny anyone or any group the use of the room.
3. The maximum occupancy of the community room is 72 people.
4. Groups will be limited to not more than six (6) meetings per year.
5. No political or religious meetings may be held in the room.
6. Payment for use of the facility and damage deposit must be made when the reservation is completed, approved, and liability waiver and rules and regulations forms have been signed. These charges are not meant to discourage the use of the facility but are to reimburse MPE for maintenance of the facility. Fees include:
 - a. \$50 rental fee, per day.
 - b. \$200 damage deposit. The damage deposit will be returned when the community room is found in acceptable condition.
 - c. At the sole discretion and approval by MPE the room will be made available free of charge for electric industry related organizations.
7. Fees/admission may not be charged to people attending the meeting; however, a donation may be collected to cover direct expenses of the applicant.
8. MPE is a tobacco free facility and smoking (to include all electronic smoking devices and electronic nicotine delivery systems), or use of any tobacco products is prohibited in Cooperative buildings, facilities and within 25 feet of all entrances into the buildings. This restriction applies to all employees and visitors, at all times including non-business hours.
9. MPE prohibits the possession or use of alcohol, illegal drugs (under state or federal law), unlawful prescribed controlled substances, or drug paraphernalia on MPE premises at all times including non-business hours.
10. Weapons are strictly prohibited. "Weapons" include but are not limited to, firearms, explosives, knives (except for kitchen use under supervision), tasers, stun guns, pepper spray, martial arts weapons, or any other object designed or used for the purpose of causing harm to persons or property.
11. Prior approval must be obtained for the use of any decorations, props or equipment and they must be removed from the premises as soon as possible after use. No nails, screws, staples, tape or mounting devices will be



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permitted on the walls, woodwork, ceiling or floors.

12. No tables or chairs shall be removed from the room for any outside use.
13. Any organization or person sponsoring use of the room will be held responsible for any damages to the room and equipment. The premises must be left in as good of condition as found and MPE expects people using the room to clean up the area.
14. Any evidence of abuse of the facility, vandalism or misconduct, is sufficient cause to deny further use of the room to any group.
15. Any youth group using the room must have adult sponsors (21 years of age or older) present at all times.
16. Any group using the room will be expected to avoid any unnecessary noise and will confine their activities to the room.
17. Parking is only allowed in designated areas.
18. Rules and regulations may be modified or changed at any time without notice. Such changes will be effective for uses scheduled subsequent to the date of changes.
19. Free Wi-Fi is provided without warranty, and users should be aware of the potential limitations and security risks. There is no guarantee of reliability or performance, and support may be minimal. Users must take responsibility for securing their devices and data. Connecting to free Wi-Fi is done at the users own risk, with the understanding that engaging in illegal activities is not permitted. Being mindful of these guidelines helps ensure a positive experience while using the service.
20. Before leaving please:
 - a. Place all trash in provided trash containers
 - b. Wipe the counter tops and sink with the paper towels provided
 - c. Clean out refrigerator and oven/stove
 - d. Wipe off all tables
 - e. Chairs and tables are moved back to the original state
 - f. If dishwasher was used please remove all belongings
 - g. Vacuum meeting room
 - h. Clean restrooms
 - i. Close curtains/shades
 - j. Shut off lights
 - k. Make sure outside service door and front entry doors are locked and fully closed

Initials _____ Date _____



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Liability Disclaimer for Public Use of Community Room

Mountain Parks Electric, Inc. (MPE) makes the Community Room available for public use under the following terms and conditions:

1. **Use at Own Risk:** The use of the Community Room is at the sole risk of the users. MPE shall not be liable for any injuries, damages, losses, or claims arising from the use of the facilities, equipment, or services provided.
2. **Assumption of Responsibility:** Users of the Community Room are responsible for their own actions and conduct while on the premises. MPE shall not be responsible for any accidents, injuries, or incidents resulting from negligence, misconduct, or misuse of the facilities.
3. **Indemnification:** Users agree to indemnify and hold harmless MPE, its officers, employees, and agents, from any liability, damages, losses, or expenses incurred as a result of their use of the Community Room.
4. **No Warranties:** MPE makes no warranties, express or implied, regarding the condition, safety, or suitability of the Community Room for any particular purpose. Users accept the facilities and services provided on an "as is" and "as available" basis.
5. **Compliance with Rules:** Users are required to comply with all applicable rules, regulations, and policies governing the use of the Community Room, as set forth by MPE. Failure to comply may result in the termination of access privileges.
6. **Reservation Requirements:** Users must adhere to the reservation procedures and guidelines established by MPE for booking the Community Room. Any unauthorized use of the facilities may result in penalties or legal action.
7. **Limitation of Liability:** In no event shall MPE be liable for any indirect, incidental, consequential, or punitive damages arising out of or in connection with the use of the Community Room, even if advised of the possibility of such damages.

By utilizing the Community Room, users acknowledge and agree to abide by the terms and conditions set forth in this liability disclaimer. MPE reserves the right to modify or update these terms at any time without prior notice.

Initials _____ Date _____



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Community Room Use Form

Event Details:

Date(s) _____

Time from _____ to _____

Purpose of Community room use _____

I, _____ (Organizer Name), on behalf of _____ (name of Organization where applicable), have read, understand, and agree to the MPE Community Room Use Guidelines and Liability Disclaimer for Public Use of Community Room.

Signature

Date

Printed Name

Organization Name

Contact Phone Number

Email Address

MPE Staff Only

Staff Approval

Date of Approval



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