



Southern Iowa
Electric Cooperative

A Touchstone Energy® Cooperative 

Southern Iowa Electric Cooperative, Inc. (SIEC)
TOUCHSTONE ENERGY TRAINING CENTER (Touchstone Center)

APPLICATION FORM

Application Date _____ Date Room Requested _____

Responsible Applicant Name _____ Phone _____

(Circle) Room(s)? Integrity Room or Innovation Room or BOTH

Equipment? Tables_____, Chairs_____, Audio Visual (AV), Kitchen Facilities or N/A

Company/Organization or Individual Requesting Use _____

Training/Meeting Purpose _____

Beginning Time _____ Ending Time _____ No. Attending _____

TOUCHSTONE CENTER – GUIDELINES AND RULES FOR USE

ELIGIBILITY:

1. Responsible applicant must be 21 years of age or older. Applicant shall be present at all times during the event and takes full responsibility for the use of the Touchstone Center according to this Application Form.
2. The Touchstone Center may be authorized for use by Members, nonprofit community organizations whose purpose is to benefit the community, and other individuals or entities upon approval. All Applicants must pay fees as shown in the Fees and Deposit Section on page 2.
3. The Touchstone Center will not be available to groups with ideals inconsistent with those of SIEC or for political purposes. No strictly social gatherings allowed. Exceptions can only be made on a one-time basis by the Manager until precedence is established by an affirmative vote by the Board of Directors at a future meeting.
4. A minimum two weeks notice and maximum 60 days notice for an application is recommended.
5. In order to make the facility available for the greatest number of individual users, no regular recurring meetings will be permitted. Exceptions may be made with Manager approval based upon availability.
6. SIEC reserves the right to cancel a reservation at any time for any reason by notifying the applicant. Severe weather or other local emergencies may necessitate immediate cancellation.

FEES and DEPOSITS:

7. A \$50 fee will be assessed upon each use of the Touchstone Energy Center facility for Members and eligible non-profit community groups.
8. A deposit will be required for all first-time users and may be required for subsequent uses. If deposits are required, a \$100 refundable deposit will be assessed for room use. Additional deposits may be assessed for use of the kitchen and audio/visual equipment. The total deposit shall not exceed \$200. Deposits will be refunded following a satisfactory inspection of the facilities following use and return of the key. A designated Cooperative employee will perform the inspection. If the facility is utilized during the Cooperative's normal business hours, the inspection may take place the same day as use. The inspection will take place the following business day for use outside of the Cooperative's normal business hours.
9. A \$50 per hour fee shall be assessed for all non-Members that are not eligible non-profit community groups.
10. If the user plans to serve refreshments or utilize the audio-visual (AV) equipment, the person in charge must come to the office when scheduling the meeting to receive information and to be informed of expectations regarding the kitchen and/or AV facilities.
11. All applicants must complete the application form and provide a type of photo identification for the Responsible Applicant.
12. Reservations are not considered set until this application form is signed, returned, fees and deposits are paid, if applicable, and the application is approved by SIEC Management.

RESTRICTIONS:

13. Tobacco or tobacco products and gambling are strictly prohibited on the premises.
14. Alcohol is prohibited on the premises. Possession or use of alcoholic beverages, illicit drugs, or any illegal substances is prohibited or persons under the influence thereof will not be allowed on the premises. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted and violations of any of the foregoing conditions will be the basis for refusal of use of these facilities.
15. No decorations of any kind are to be attached to the walls, doors, door trim, windows or ceiling. No tape, tack pins or nails are allowed on the walls of the Touchstone Center. The use of candles is prohibited. SIEC may allow advance setup and decoration in the facility with prior management authorization.
16. The maximum capacity of the combined Innovation and Integrity training rooms is 88 persons, with no tables. With tables the maximum capacity is 48.
17. Animals are prohibited except for those aiding the handicapped.
18. The meeting room must be vacated by 11:00 p.m.
19. Applicant or any other party shall not conduct any unlawful business on the premises.
20. Parking is limited. Meetings during the day will be limited to no more than 40 vehicles and should be parked in the spaces furthest from the building. Meetings after hours will be limited to no more than 50 vehicles.
21. The divider wall between the two meeting rooms is not to be moved by anyone other than an SIEC employee or director.

RESPONSIBILITIES:

22. Noise in the Touchstone Center shall be maintained at levels that allow surrounding business to proceed with normal activities.
23. The kitchen is not for food preparation (specifically no frying) but only as a warming facility.
24. The Touchstone Center main entrance door works using an electronic key card. The key access times will be set according to the setup and cleanup times noted on your reservation form. The Touchstone Center key is to be picked up by 4:30 p.m. the day prior to room use. Following the event, the key shall be left in the Payment Drop Box or returned by 4:30 p.m. the next business day. If a key is not returned the deposit may not be refunded or a charge assessed. All other doors will remain closed and locked. Premises are under surveillance.
25. All cleanup including kitchen counters, vacuuming, sweeping and mopping shall take place immediately following use of the facilities. Trash must be removed. Clean trash bags should be placed in all waste receptacles.
26. The applicant shall turn off the lights and secure the doors upon vacating the premises. If there is any difficulty in doing so please call Ross Hunter at 641-980-8282 or Greg Proctor at 641-208-5727.
27. Applicant assumes all responsibility and risk for the care and supervision of children who may attend the event. Children shall remain inside the Touchstone Center during the event and only use the parking lot for going to and from the Touchstone Center.
28. All rooms and equipment must be left in the condition as found. Any lost, damaged, or broken property must be paid for immediately. Warning -- remote controls for the projectors are extremely expensive.
29. If a scheduled meeting is cancelled, SIEC should be notified at once. Failure to do so may result in limited access to the facility in the future.
30. A coffee maker is available for use, but you must provide your own coffee.
31. At the conclusion of use, applicants will return all furniture and equipment to the places they were found.
32. If sidewalk snow removal is required it will be done by the responsible applicant or group using the facility. The Cooperative shall not be responsible for providing safe walking conditions to and from the facility for any community service events separate from SIEC business functions.
33. SIEC is not responsible for accidents.
34. SIEC is not responsible for any articles or items left or misplaced after the use of the facility.
35. Southern Iowa Electric offers the use of the Touchstone Training Center as a service to the community. Because our employees are not always in the office, we ask that anyone needing assistance in setting up the audio or visual equipment for a presentation contact SIEC at least one week in advance of their meeting to schedule a time to learn how to use the equipment (SIEC has a ceiling projector/screen and sound system, we do not furnish a computer).

GUIDELINES AND RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

I agree to the above terms as indicated by my signature below. Further, I understand that SIEC does not always have a person available to assist with the set-up of the audio and visual equipment in the Touchstone Energy Training Center and it is not the responsibility of SIEC to set-up my presentation. Failure to comply with SIEC Touchstone Energy Training Center rules for use may result in additional fees, forfeiture of deposits and withdrawal of Touchstone Energy Training Center privileges. By signing this agreement, you and all users of the Touchstone Center agree to indemnify, defend and hold harmless, SIEC, its officers, agents and employees, from all claims arising out of the user's activities in the Touchstone Center or on the premises.

Responsible Applicant:

SIGNATURE _____ DATE _____

Authorized use by SIEC Representative _____ Date _____