



P.O. Box 1809 | Stillwater, OK 74076 | Phone (405) 372-2884 | Toll Free (800) 375-2884

CENTRAL COMMUNITY CENTER

Central Electric Cooperative offers a meeting room for use by cooperative members and community not-for-profit groups. The meeting room is located on the Central campus, to the west of the main office and has the ability to accommodate up to 50 people.



Guidelines for Community Center use:

- Central Electric Cooperative Members may reserve the room by paying a \$100 refundable deposit per each days use. After use the deposit will be returned to the Member within 10 business days if the room is clean and free of any damage.
- Non-members of Central may reserve the room by paying a \$100 fee per each days use.
- Employees may reserve the room at no charge, however employees may not use the room for financial gain or profit.
- Any damage to the Community Center as determined by Central Electric Cooperative during its use will be the financial responsibility of the individual that makes the reservation.
- Reservations must be made at least 30 days in advance but not in excess of one year in advance. The requester will be notified within 7 business days if the reservation is approved. Reservations will be taken and considered in the order they are received.
- Regularly scheduled meetings are discouraged.
- Alcohol is not allowed in the Community Center or on Central's campus.
- The Community Center along with the entire Central campus is a tobacco free zone.
- Catering is allowed and a limited kitchen is available for use. All trash, leftover food, dishes, etc... are the responsibility of the individual or group using the facility and must be removed after use. A dumpster is located northeast of Central's headquarters building.
- A limited number of tables and chairs will be made available. Set-up and tear down is the responsible of the individual making the reservation.
- Nothing may be affixed to the walls at any time. Marker boards are available on the wall.
- Central will not provide a computer for use. However, the requester may bring a laptop or tablet to connect to television screens via an HDMI connector.
- Guest Wi-Fi access is available, however it should not be used for streaming of entertainment services (Netflix, Hulu, Amazon Prime, etc.) Information on accessing Wi-Fi is available in the room.
- Central reserves the right to refuse use of the room to any person or group.
- As of June 1, 2020 and until further notice, the Community Center max occupancy is 50 people.



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CENTRAL ELECTRIC COOPERATIVE COMMUNITY CENTER APPLICATION

Organization/Member: _____

Number of Persons Attending Meeting: _____

Person Responsible for Meeting & Keys: _____

Home Address: _____

Business Address: _____

Business Phone: _____ Ext. _____ Cell: _____

Email Address: _____

Type of Organization: _____

Date/Time Requested: _____

Describe the purpose of your meeting/event (please be specific):

Our organization agrees to follow the published rules and regulations for the Central Electric Cooperative Community Center by Central Electric Cooperative Board of Trustees. Central reserves the right to revoke an organization's application/reservation or reschedule your meeting due to a scheduling conflict. By signing, I affirm that I have read the Central Electric Cooperative Community Center Policy and will comply with the rules and regulations set forth therein. The deposit or non-refundable fee is due when rental of the room is approved by Central Electric Cooperative. I understand that I am responsible for any damages as determined by Central Electric Cooperative that would cause my deposit not to be refunded and or additional fees to be charged to cover any expenses as the result of damage, negligence or not following the guidelines (Initial here: ____). I also assure that our group will not exceed the allowable occupancy set forth in the guidelines.

I, on behalf of the organization and members thereof utilizing the Community Center, hereby acknowledge and waive any objection to the video surveillance of the Central Electric Cooperative Community Center, entrances and hallways by Central Electric Cooperative.

Initial here: _____ Signature: _____ Date: _____

Please submit completed application(s) to Central Electric Cooperative, Attention: Tiffany Hyer, P.O. Box 1809, Stillwater, OK 74076. Or via email: thyer@central-electric.coop. Questions can be directed to Tiffany Hyer by phone at 405-533-4165 or 580-461-0441.