

GLACIER ELECTRIC COOPERATIVE, INC.
POLICY NO. 203
HOSPITALITY ROOM USE

I. OBJECTIVE

To provide a standard procedure for the use of the Cooperative's Hospitality Room. To provide for rules that will maintain the cleanliness of the room, avoid interruptions to our staff's daily work routine, to maintain the quality of the rooms atmosphere, and to avoid additional expenses to our electric ratepayers caused by allowing the public to use the Hospitality Room.

II. POLICY

The Hospitality Room is usually available for meetings after 5:00 pm weekdays and all day Saturday and Sunday. Any request to use the Hospitality Room for weekdays between the hours of 8:00 am and 5:00 pm must be submitted to the General Manager, or his designee, for approval. The room is available for our consumers and organizations that are non-profit, non-religious, non-political. The room is available for all educational opportunities. It is not to be used for by groups and organizations that have their own facilities.

The following rules will apply:

1. A room use deposit of \$50.00 will be paid when the key is picked up. If the following list of items is not checked or completed by the user of the room, the deposit will be forfeited if:
 - a) The range is used and the burners are not turned off.
 - b) The tables and chairs are not returned to their places in the same way as found and with no damage to them.
 - c) All the doors are not locked when leaving.
 - d) The thermostat setting is not left at 72 degrees.
 - e) The garbage is not removed from the room and placed in the container by the alley.
 - f) There is any damage done to the room.
 - g) Key is not returned
2. Smoking and alcoholic beverage are prohibited.
3. The steel back door is to remain closed.
4. It is the responsibility of the individual or group using the room to pick up the room key during office hours, and returning it, if after hours, by leaving it in the night deposit box on the west side of the office.
5. No reservations will be accepted more than 30 days in advance of the event, if using during 8 a.m. to 5 p.m., Monday thru Friday.

Date: 3-31-2010

President: Mel Pleis