

Plain Green Technology, Training & Enterprise Center Reservation and Building Use Regulations

(rev. 1/13/16)

I. Purpose

The Village of Plain Green Technology, Training & Enterprise Center (Green TTEC) will operate under the following policies in an effort to provide a publicly accessible facility that endeavors to advance the overall building mission of supporting events, programs, forums and learning opportunities that promote the use of sustainable, energy conscious practices in the way we live and work.

II. General Regulations

- A) The Green TTEC building is primarily intended to encourage and support job creation and business development in the green technology sector, agriculture, energy conservation and entrepreneurial opportunities. However, the meeting room, classroom, workshop and exhibition areas may be reserved for by local community groups, businesses, governmental and non-profit, educational, cultural or civic organizations.
- B) Meetings, programs or events with the intent to make money, sell goods or services, solicit clients, services or products or events and programs in which fees are charged for admission are permitted upon approval of Green TTEC Board.
- C) Meetings or gathering of a strictly social nature (i.e., parties, weddings, showers, etc) will be held in Room #103 only.
- D) Meetings or programs that are disrupting other functions in the building or are creating safety risks or exceeding room capacities will be asked to modify or vacate the building.
- E) Except in cases of emergency, messages cannot be conveyed to Green TTEC users by Village Staff.

III. Green TTEC Hours of Operation:

Monday – Friday 8:00AM – 4:00PM
Closed Weekends & Holidays

IV. Reservation Policies:

- A) All reservations will be dealt with on a “first come, first served” basis based on date of receipt. Village-sponsored or contracted programs will receive priority and may cancel any outside, confirmed reservation.
- B) Evidence of Liability Insurance may be required.
- C) Requests for monthly reservations will be honored up to a year. You may renew your reservation within the final six (6) months of your original application.
- D) Groups meeting more than once per month may only make reservations on a quarterly basis. Rooms may be reserved during the final month of the current reservation. Fees, if any shall be paid at time of application.
- E) Reservations will be confirmed within five (5) business days from receipt of application.
- F) Groups requesting rooms on a weekly basis may have use of the facility no more than once each week.

- G) Reservations will be accepted up to six (6) months in advance.
- H) Repeated failure to use reservation or cancellations less than five (5) business days prior to event will result in imposition of fee and/or deposit on future reservations.

V. Building Use Policies:

- A) Groups are responsible for room set up and returning the room to its original condition. Set up and clean up of the room must be accomplished within the time covered by the reservation.
- B) Groups and Organizations requesting room use must make reservations at least 10 days in advance of event date.
- C) The Village of Plain will not be held responsible for any lost, damaged or stolen property brought into the Green TTEC Building.
- D) There is no overnight parking allowed.
- E) Smoking and the use of glitter and confetti is strictly prohibited in all areas of the Green TTEC building.
- F) You are expected to keep the facility free of litter and to use the receptacles provided for trash disposal.
- G) The Green TTEC Board Chair reserves the right to cancel all scheduled events due to inclement weather or other emergencies.
- H) Posters, brochures or notices advertising an event or program to be held may be posted at designated areas of the Green TTEC building upon permission from Board Chair. Such posting and subsequent use of the building by any group or organization does not constitute an endorsement by the Village of Plain, its elected officials or employees. Unauthorized postings will be removed. Groups publicizing and having any event at the Green TTEC shall not identify the Village of Plain or Green TTEC as a sponsor.
- I) Groups using meetings rooms in violation of the General Regulations or for activities and discussions that intend to incite a riot, promote racial, religious, ethnic or sexual orientation intolerance will be instructed to leave the building, forfeit any fees/deposits paid and will be prohibited from using the Green TTEC facility.

VI. Rooms and Equipment Available for Use/Rent (subject to availability)

- A) Room 102 Exhibition (1245 sf), may be combined with Rm 103.
- B) Room 103 Workshop (1690 sf), may be combined with Rm 102.
- C) Room 108 Large Conference Rm (720 sf), may be combined with Rm 109.
- D) Room 109 Small Conference Rm (575 sf), may be combined with Rm 108.
- E) Room 122 Large Classroom (795 sf).
- F) Room 123 Small Classroom (620 sf).

Projectors, screens, chairs, tables and an interactive whiteboard are available for use subject to fees and/or deposit.

Food and beverages will be allowed in lobby, hallways, workshop and exhibition areas only. No food and only clear beverages will be allowed in the classrooms, conference rooms, restrooms or entry ways.

Users must remain within the room they have rented. Adults are responsible for any children in group.

Application must be made out in one (1) name only. That person must be the first to arrive and last to leave and is responsible for event.

IF RENTER PROVIDES FALSE INFORMATION, RESERVATION (DEPOSIT & FEES, IF ANY) WILL BE FORFEITED.

VII. Center Use:

- a) Rooms within the Green TTEC building may be reserved per the following schedule:
 - (1) Monday - Friday: 7:00 AM – 9:00 PM
 - (2) Saturday/Sunday: 9:00 AM – 5:00 PM

- b) **Fee Schedule:** Required fees (per room) must be paid at time of reservation

For all areas listed in Section VI:

Residents, resident non-profit associations, government agencies: \$30 per day

Resident businesses & non-resident groups/organizations: \$30 per day

For-Profit Organizations, non-resident businesses: \$60 per day

Refundable Deposit (if required): \$250.00

All social events require a \$250.00 deposit. Deposit may be refunded if the room is returned in the same condition as it was prior to being rented.

Lease agreement options are available upon the approval of the GTTEC Board. Tenant shall submit proposed lease agreement(s) to the Chair of the GTTEC Board.

VIII. Fee Collection:

- a) Fees and/or deposits must be received at the time of application. Make check payable to: **Village of Plain.**
- b) Refunds will be processed within 30 days of the end of the event.
- c) Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility will result in the forfeiture of security deposit and the denial of further applications by the applicant.

IX. Insurance Certificate Requirements:

If Insurance Certificate is required (with use of alcoholic beverages or upon determination of Green TTEC Board Chair), use of the facility will require organizations (corporations, limited liability companies, partnerships, non-profits, civic associations, etc.) to provide a certificate of insurance evidencing coverage of a \$1,000,000 per occurrence general liability policy naming the Village of Plain as an additional insured. This certificate is due no less than five (5) business days prior to event.