



## The Junction Rotary Club

### ROTARY HOUSE BUILDING USE POLICY

#### Part A: Permission for Building Use

- An Application for Use of Facility form must be submitted to the Junction Rotary Club along with signed acknowledgement of Building Use Policy (Part D). It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
- Application and Building Use Policy may be obtained from the Rotary House Chairman or the Junction Rotary Club's website at [www.junctionrotary.org/rotaryhouse.htm](http://www.junctionrotary.org/rotaryhouse.htm)
- Non-profit service organizations in the community may apply to the Rotary Club for the use of our facilities, subject to availability. The Rotary Club Board of Directors may approve or decline any such request.
- As part of the Community Service that the Junction Rotary Club provides, The Rotary House primarily serves as a meeting place for the local Girls Scouts of Junction, therefore the Girl Scouts have first priority concerning scheduling and will not be assessed any charges related to building usage.
- As an ongoing support for the community, Non-profit service organizations specifically related to our Junction Youth have second priority concerning scheduling and will be placed on the pre-approved list and assessed fees set by the Rotary Club Board of Directors.
- Other organizations or groups (besides non-profit service organizations) may apply to the Rotary Club for the use of our facilities, subject to availability. Normally, such requests will only be granted when the usage will not conflict with the purpose or policies of the Junction Rotary Club. The Rotary Club Board of Directors may approve or decline any such request.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Junction Rotary Club Board of Directors.
- The Junction Rotary Club Board of Directors reserves the right to deny usage of the Rotary House to any group and for any reason that may conflict with the beliefs and standards of Junction Rotary Club and its members.

#### Part B: Guidelines for Building Use.

- Once usage had been approved contact the Rotary House Director as directed to obtain keys at least 24hrs before use. Keys will be marked and numbered and same key must be returned. Duplication of key is strictly forbidden. Keys must be returned within 48hrs after use of facility or as directed by Director.
- Set-up and takedown of furniture and equipment will be at the discretion of the group requesting use. Building users are not to move furniture or equipment currently inside the building off the premises.
- When minors will be present in the facility, the group must provide the Rotary Club with a written plan on how they will be supervised. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.
- Groups using the facilities may use the kitchen facilities. If kitchen facilities are used the group representative is responsible making sure facilities are cleaned after each use. Groups renting the Rotary House may serve food that has been brought in by a caterer.
- Each group or organization must designate a representative who will consult with the Junction Rotary Club in advance of the event and be responsible for:
  - Custody of a key, if needed, and unlocking and relocking all doors and windows.
  - Regulating thermostats for heating and cooling, according to instructions
  - Accounting for damages to the facility.
  - Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

- To ensure that the facility provided by the Junction Rotary Club is kept in good order and condition we ask that all users follow the rules below.

### Part C: Rules

- Do not attach pictures, posters, etc. to the walls, except on bulletin boards
- Clean all dishes, pans and coffee makers before leaving the building
- Deposit all garbage in the outside dumpster
- Do not leave any food subject to spoilage in the refrigerator
- All foodstuffs in cabinets must be stored in vermin-proof containers
- Pick up all loose debris and sweep or vacuum floors
- Leave furniture in an orderly manner
- Leave thermostat as per instructions
- Do not use other clubs' property
- Return all of your clubs' property to the assigned storage area when you are finished
- Turn off all lights before leaving the building
- Make sure all doors are securely locked before leaving the building
- Report any damage or problems at once to the Junction Rotary Club

### Part D: Fees

- Building Usage requires the following donations (per day):
  - \$25.00 - Less than 3 hours
  - \$50.00 - More than 3 hours and less than 6 hours
  - \$75.00- 6 hours or more
- A deposit of \$50.00 is required for the use of the building and keys on top of donation, which will be refunded when the keys are returned to the office, building is inspected and all other required fees have been paid.
- Duplication of building keys is strictly forbidden. Any duplication of keys will result in the forfeiture of deposits. Any lost keys must be reported immediately and a \$30.00 dollar fee will be assessed to replace locks.
- Non-Profit service organizations representing local youth or church groups on the pre-approved list will not be charged.
- Groups are responsible for damage done to any equipment or furnishings. There will be a fee of \$25.00 per damage incident, in addition to the cost of repair or replacement by the Rotary Club.
- The Junction Rotary Club Board of Directors may waive or modify the above listed fees at their discretion.

### Part E: Acknowledgement

I \_\_\_\_\_ representing \_\_\_\_\_ do hereby acknowledge  
(print name) (Club/ Org. Representative) (Club/Organization)  
 and accept the terms and condition as set forth above and will follow all rules and regulations as directed by the Junction Rotary Club regarding the use of the Junction Rotary House.

\_\_\_\_\_  
(Signature of Club/ Org. Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Rotary House Chairman)

\_\_\_\_\_  
(Date)

### **Part F: Pre-Approved List**

- The following Clubs will be assessed the following fees and have scheduling priority in order listed;
  1. Junction Girl Scouts - No Fee
  2. 4-H Club - No Fee
  3. House of Faith - No Fee
  4. Junction Interact Club - No Fee
  5. Men's Bible Study - No Fee
  6. Junction Duplicate Club - \$100.00 per month

### **Part G: Scheduling**

- A Schedule of groups and organizations using the Rotary House will be kept and maintained by the Rotary House Chairman, appointed by the Club President.

### **Part H: Rotary Club Board of Directors**

- 2007-2008 Junction Rotary Club Board of Directors
  - President – Derrick Ard
  - President Elect – Kyle Crabtree
  - Vice President – Tom Hash
  - Secretary – Frederica Wyatt
  - Treasurer – David Dobbins
  - Sergeant-at-Arms – Dennis Smith
  - Past President – Lisa Herring
- Rotary House Chairman
  - Derrick Ard
    - 325-446-2301
    - [derrick.ard@ttu.edu](mailto:derrick.ard@ttu.edu)

The above Rotary House Building Use Policy was approved by the Junction Rotary Club Board of Directors on October 25, 2007.

(Date)