



Owatonna Public Utilities Meeting Room Guidelines

General Facility Use and Purpose:

The management and staff at Owatonna Public Utilities welcome you to the use of our facility. We are happy to be able to offer an excellent meeting room while ensuring your safety and comfort. The Morehouse Room at the Owatonna Public Utilities is available to government and non-profit organizations only at no charge. Included with this document, you will find our contact information and necessary paperwork in order to reserve the Morehouse Room. Use of the Morehouse Room will be allowed during normal business hours only. No admittance before 8:00 a.m. and the room must be vacated by 5:00 p.m. Monday – Wednesday; 6:00 p.m. Thursday and 4:00 p.m. on Friday. NO EXCEPTIONS.

Reservations, Room Availability and Acceptability:

Any person, business, or organization requesting use of the Morehouse Room must fill out and sign the appropriate request form, read the Waiver of Liability and General Use Guidelines, OPU Wireless Internet Disclaimer, and Emergency Procedures.

Applicants are only approved after OPU staff has received the completed and signed paperwork and verified room availability. Requests and paperwork must be received no later than 14 days in advance of the event and no sooner than 90 days for scheduling purposes. The decision to accept an application includes consideration of other utility events; security levels; first come, first serve; compatibility with the facility and equipment; noise; and the number of occupants. Once approved, OPU staff will notify the applicant of approval or non-approval. Groups composed of persons under the age of 18 without adult supervision are ineligible for room usage.

Disclaimer and Waiver of Liability:

Use of the OPU Morehouse Room does not imply OPU endorsement or approval of the group, the meeting, or the ideas presented at the meeting. No announcement, press release, flyer or other promotion should state or imply the Owatonna Public Utilities' endorsement or sponsorship of the event or the organization. Such announcements, press releases, flyers or other promotions should clearly state the sponsoring group's name and refer to OPU only as the location of the meeting. Groups may not use Owatonna Public Utilities' name or address as their own address or headquarters, location, or store their property at OPU between meetings. A copy of any publicity material shall be sent to OPU prior to the event.

No OPU administrator, employee or agent, or its board, or a member, employee or agent thereof, shall be held responsible for damage to property or other loss of material brought into the OPU building, nor shall any of them be held responsible for injuries to anyone which may occur on OPU property as a result of, or in any way connected with, the subject activity.

OPU is not responsible for injuries, accidents, lost or stolen items for individuals, groups and/or organizations utilizing the Morehouse Room.

Terms and conditions are subject to change without notice.

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Contact Information:

For any questions regarding the usage of the Morehouse Room, please use the following contact information:

Tammy Schmoll
Owatonna Public Utilities
208 S. Walnut Ave.
Owatonna, MN 55060
www.owatonnautilities.com
Main Phone: 507-451-2480
Direct: 507-446-5488
tammy.schmoll@owatonnautilities.com

Room Description:

Square footage: 1,778 sqft
Dimensions: 37 ft. X 50 ft.
Occupant Load: 284

Arrangement: Seating is available for 84

AV: Overhead projector, PA system, wall mounted screens

Kitchen: OPU will NOT provide any meeting supplies. There is a small refrigerator located in the Morehouse Room. The contents in the refrigerator are for OPU use ONLY and are not to be used by any group or organization using the room. Inventory of the items will be taken before and after the event.

Amenities:

- Public restrooms are available in the Lobby just north of the Morehouse Room.
- An Automatic External Defibrillator (AED) and a first aid kit are available in the Lobby, in case of an emergency.
- Your group is welcome to bring in audio-visual equipment to the Morehouse Room. The room includes a ceiling mounted projector, two screens (one of the west wall and one of the north wall). A PA system is also available. OPU will not provide any other AV equipment.
- Wireless Internet is available
- Large countertop for placing refreshments or handouts

Arrangement/Clean-Up:

Each group is responsible for their own room set up and clean-up. The Morehouse Room must be returned to its original configuration upon completion of the event. Failure to do so will result in the group forfeiting any future use of the room.

Refreshments:

Refreshments are permitted in the Morehouse Room. No alcoholic beverages or smoking of any kind are allowed in the Morehouse Room or anywhere on OPU property. If refreshments and/or non-alcoholic beverages are served, tables and chairs must be cleaned afterward by the user group. It is the user's responsibility to clean spills to prevent carpet stains if refreshments are spilled. Spot cleaning supplies are available for use.

Catering Supplies:

When a group has arranged for catering, all supplies must either be removed by the group or picked up by the caterer at the same time as the end of reservation. Caterers may deliver and pick up supplies during regular OPU business hours. (Monday-Wednesday 8:00 a.m. – 5:00 p.m.; Thursday 8:00 a.m. – 6:00 p.m.; Friday 8:00 a.m. – 4:00 p.m.)

Damage to Rooms:

Organizations using the meeting rooms are responsible for the supervision of the activities and its participants. Each organization reserving the meeting room is responsible for any and all damage to OPU property or equipment incurred during the use of the facility. Please do not pin or nail items or posters to walls, woodwork or furnishings. Tape is acceptable as long as it does not remove the paint on the walls. Any damage to the room will result in the group forfeiting any future use of the room.

Parking:

Participants may park in the parking lot to the south of the OPU main building; the parking lot to the south of the OPU Service Center, or across the street in the public parking area south of Harland's Tire. There is no overnight parking allowed. No parking under the Vehicle Storage Building is permitted by anyone other than OPU employees.

Building Access:

There is a handicapped accessible entrance to the main OPU building on the south side of the building right off the parking lot. There is also an east entrance that may be used if participants prefer.

Emergency Procedures:

In the event of an emergency affecting the OPU building, occupants of the Morehouse room will be alerted by the alarm system which includes an audible sound, visual light, and possible verbal speech or instructions over the speaker system. The occupants will be updated by a utility employee as to the proper response which could include voluntary relocation to a shelter within the building, exiting the structure as a group, or asking the group to disperse and leave the premises.

OPU Wireless Internet Disclaimer:

OPU provides wireless internet access ("the service") free of charge to you, a guest, vendor, or employee. The service is provided on an "as-is", "as-available" basis without warranties of any kind. Your access to the service is completely at the discretion of OPU. Access to the service may be blocked, suspended, or terminated at any time for any reason. Upon connection to the guest wireless internet, a "portal" page will require you to accept OPU's terms and conditions as the basis of use for the wireless internet access. Please read these terms and conditions carefully before proceeding.



MOREHOUSE MEETING ROOM Application for Use

APPLICANT INFORMATION

Name of Organization or Group:	Today's Date:
Organization Contact Name:	Contact Phone Number:
Organization Address:	Contact Email:

MEETING INFORMATION

Meeting Date:	
Meeting Start Time:	Meeting End Time:
Meeting Set-Up Time:	
Purpose of the Meeting:	Number of Participants:
Refreshments being served:	

GUIDELINE ACCEPTANCE

I have read, understand, and accept OPU's meeting room general use guidelines including the waiver of liability, emergency procedures and wireless internet disclaimer.

Print Name	Date
Signature	Name of Organization

Internal Use Only:

Date Received:	Approved: YES NO
Approved by:	If not approved, reason:

Comments: