

New Procedures for Booking the Calvin Denton Room

The Calvin Denton Room is provided by Empire Electric for its community members for non-profit events. New booking procedures require that members requesting this room provide a signed contract before a reservation can be scheduled.

It is no longer possible to “pre-book” the Calvin Denton Room without a signed Calvin Denton Room Utilization Contract (hereafter - *Contract*) and a firm commitment from you. Reservations for our members who sign a Contract for the desired date will occur on a first come – first served basis.

We are accepting reservations through the end of December, 2010. Beginning the first of each month, we will extend the ‘booking zone.’ For example – *beginning August 1st, we will accept reservations through the end of January, 2011 and so-on.*

There are three ways to reserve the Calvin Denton Room:

1. Come into the office, check on your designated date, fill out and sign a Contract
2. Call Empire’s office to check on a designated date, fill out a Contract on our website www.eea.coop and e-mail it (print a copy of the Contract for yourself). *An email address is required for online confirmations.*
3. Print two copies of the Contract from our website. Complete one copy, **sign it**, and mail it to us saving the second copy for you.

If the Contract is not filled out properly and signed, your reservation will not be accepted. If you e-mail your Contract, an electronic signature is accepted. A confirmation will be sent when the Contract has been received and a reservation has been made if you send your Contract by e-mail. A key will be assigned the *week of your event*.

Fill out all the information highlighted in yellow in the sample below. Remember to build in your set-up time and your clean-up time before and after your Event. If someone other than the account holder (or name your electric account is listed in) will be picking up the key, their name must appear **printed** on the second Applicant/Representative Signature line or they will not be allowed to pick up the key. As an active account holder with Empire Electric, you are the only one allowed to fill out and sign a Contract in your name; you are held responsible for the Room and you must attend the Event.

Empire Electric Association, Inc. Calvin Denton Room Utilization Contract

Applicant/Account Holder:		Event:	
Applicant/Account Holder:		Date In:	Time In:
Member Account #		Date Out:	Time Out:
Phone/Cell #		Key #	
**Email Address #		Available upon request:	<input type="checkbox"/> TV Remotes <input type="checkbox"/> Dry Erase Markers
Applicant/Representative Signature:		Date	
Applicant/Representative Signature:		Date	
Empire Electric Representative:		Date	

sample

Read the Contract Requirements (both pages) and print a copy of the contract for yourself if e-mailing or mailing or bringing it into the office. This will serve as your record. Please remember to pick up the key the week of your event.

If you must cancel, please call us immediately. Failure to notify Empire Electric about a cancellation, or failure to use the Room after you have reserved it, keeps other members from using the room and results in a “no-show” event. Only three (3) “no-shows” or unacceptable events are permissible before you will no longer be allowed to use the Room. You must adhere to the Rules of the Room and the Contract or fees will apply.