



Roger Spiry Community Room Handbook



**Beltrami Electric Cooperative, Inc.
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Facilities Overview

This document is intended to serve as a guide for many of the capabilities and limitations of the facilities provided with the community room. Your rental of the room includes access to its kitchen, multimedia presentation equipment, seating and tables, etc.

Front Door Entrance

The front door entrance is locked at 4:30 p.m. on week days and throughout the weekend. If your use of the room is outside of normal office hours, it is your responsibility to ensure doors are properly locked upon leaving. The key issued will unlock both the front door and the doors to the community room. The instructions on how to lock and unlock the door is found in *Appendix B* to this document.

Kitchen and related facilities

A functional kitchen is included with the room rental. It includes access to a conventional range with oven, refrigerator, dishwasher, coffee maker, and sink. We also stock plastic eating utensils, disposable plates, napkins, etc.

Coffee is provided in the drawers beneath the coffee maker. To use the coffee maker, turn the unit on using the on/lower switch. Once the filter and coffee have been put into the filter holder and an empty coffee pot is placed on the main burner, press the start button. The machine is connected to a water source and doesn't require any additional water to be added. If a coffee pot is not empty before starting the brew cycle, then it will overflow, so please be careful to use only empty coffee pots.

Seating for your group

Chairs and tables are included for a recommended maximum of 70 people. Tables are generally kept along the north and west walls of the room. If more tables are needed, look in the closet located in the northeast corner of the room. Extra chairs may also be located in the closet. There are only 68 chairs available in the room, therefore we request that groups limit attendance to a maximum of 70 persons; keeping in mind the parking issue stated in *Appendix C*, page 13. Large groups are requested to limit events times to periods outside of normal business hours.

It is your responsibility to setup the chairs and/or tables to your group's needs.

Other comfort facilities

Public restrooms are located just outside the entrance to the community room. Handicap accessible doors are in the front entrance, but may require assistance after hours when the outside doors are locked. A soda machine is also located to the top of the stairs and left down the hallway.

Technology and related equipment

BEC does provide a video projector, two projection screens, a transparency projector, a DVD/VCR, wireless (and wired) microphone, flip chart, white board and wireless internet access. We do not provide a laptop to be used for your computerized presentations. Please plan to bring your own laptop if it is applicable to your meeting.

Video projector

The video projector is permanently mounted overhead. It is setup to project on the west wall onto a screen that is lowered from the ceiling. Both the projector and screen are remote controlled using the AMX control panel located in the southwest corner of the room. The controller is touch screen based and is fairly intuitive to use.



Figure 1 The AMX control panel

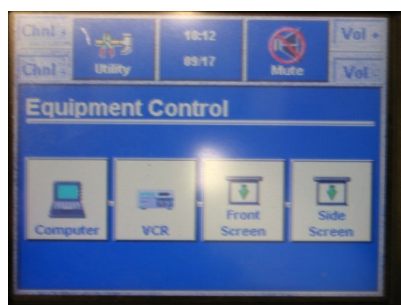


Figure 2 Equipment Control screen (press Front Screen to continue).

To control the screen or projector, simply touch the screen and it should light up. (If you see the “Equipment Control” screen, press the option for the **Front Screen.**) Most of the time, it will power on to the **Front Screen** option right away.

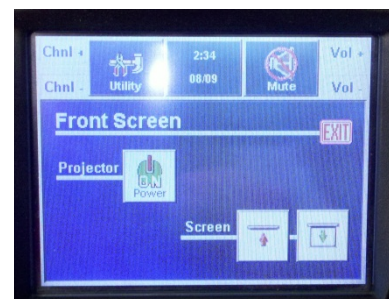


Figure 3 Front Screen controls

To raise or lower the screen, the controls are to the bottom right. The left button will raise the screen and the right button will lower it.

To power on/off the projector, press the power button beside the Projector label. (Sometimes, you will need to press the power button twice to get the projector to respond).

If you wish to use the DVD/VCR/TV option, you will need to use the Sharp remote control that is normally placed beside the AMX control panel or it is often stored within the lectern. The “Video” option will switch to DVD/VCR/TV. To return back to the computer, use the Computer 1 button.



Using your computer for a presentation

BEC does not guarantee availability for technical support of your presentations. When available, we are happy to assist, but here are some tips on helping to ensure your presentation operates smoothly.

1> You will need a VGA style connector on your laptop.

a. Many newer laptops are now using a DVI (or variant) style connector. Your computer manufacturer should provide you with a DVI – VGA converter if this is the case.

2> We recommend connecting the projector cable (a beige color cable, on the table beside the AMX controller) to your laptop BEFORE powering on your laptop. Also, make sure the projector is powered on before you power on your laptop. This will help ensure your laptop is able to detect the projector and should automatically turn on the display option to use both your laptop’s display and the projector simultaneously.

- a. If the laptop still will not detect the projector, most computers include some function button options to enable the projector's display. On most computers, the function button is labeled "fn" and is normally located toward the bottom left of your keyboard. The use of this button requires that you hold the "fn" button while pressing the monitor button normally located on one of the "F-number" keys at the very top of the keyboard (varies by computer manufacturer). Many computers will include this button on the "F5" or "F7" key.

Holding down the "fn" button and repeatedly pressing the monitor button will usually cycle between three settings:

- laptop display only
 - laptop/projector simultaneous display
 - projector display only
- 3> Audio from your laptop (or portable audio player) can be played using the black audio cable plugged into the wall jack just behind the AMX control unit. It will plug into any standard headphone port. The audio controls are detailed under the sound system section of this document.
 - 4> Playing videos from within a PowerPoint presentation can be temperamental on some computers. We recommend that you have the projector/laptop displays set to display simultaneously on a mirrored mode (both displays will show exactly the same thing).

Playing a DVD or VHS

As long as the projector is powered on, it should be easy to play a DVD or VHS movie, etc. Simply power on the DVD/VHS unit in the closet (located in the northeast side of the room), insert your media, and press the play button using the Pioneer remote control located (usually) by the DVD/VHS unit.



Figure 4 DVD/VCR unit is located within the cart just to the right when you enter the closet.

Please note that the remote control must be pointed directly at the DVD/VHS unit to operate properly. The remote will not work while trying to use it in the main portion of the room.

Sound will be broadcast from the speakers located in the ceiling in the main part of the room. The control for the speaker amplifier is located on the west wall. The individual controls are labeled accordingly. Please see the section on the sound system for more information.

Using the microphone

Two microphones are kept in the room for use when needed. One is a lapel style wireless microphone, and the other is a standard handheld wired microphone. The wireless microphone should be kept towards the front of the room (west wall) normally within the lectern. A spare battery is kept by the receiver located on the DVD/VCR cart inside the closet. The wired microphone is kept within the box also on the DVD/VCR cart. Receivers for the wired microphone are located on the walls around the room. Please see the next section regarding the sound system for more information on controlling volume.



Figure 5 Sound system controls are located on the west wall

Sound system

The sound system is operated by the control unit in the gray metal unit located on the west wall. There are four main controls needed to adjust volume:

- 1> The power button is located towards the top left of the unit
- 2> The compressor is located on the top right
- 3> The master volume is on the bottom row to the right
- 4> The individual channel volume control

The recommended setting for the master volume is less than 20% adjusting the individual channel controls for the desired volume. The compressor control must also be turned on, but again should be at 20% or less.



Figure 6 Sound system control panel

Speakers are mounted throughout the ceiling in the room.

Other presentation tools

White (dry-erase) board

The white (dry erase) board is located within the wooden cabinet on the west wall.



Figure 7 White (dry-erase) board

Flip chart

The flip chart is normally located along the west wall or may have been moved into the closet in the northeast side of the room.

Transparency projector

A transparency projector is located within the closet in the northeast side of the room. It can be setup to project to either of the two screens in the room. (See the Video projector section for more information on how to raise/lower the screens).

TV and VCR

A regular TV and VCR are located in the closet in the northeast side of the room. However, we recommend using the projector and DVD/VCR for any movie style presentations. This will provide a larger display and sound broadcasted from throughout the room.

Contact and other related information

The rules, pricing, and other related information for the use of the room should have been presented to you at the time of your reservation.

As a reminder, it is your responsibility to setup the meeting space to your needs. Please do not leave food or dirty dishes in the room, and wipe down any counter spaces and such to help keep the room clean for the next group that is using it. Especially on weekends and holidays, no BEC staff is available to clean the room and another group may have the room before the next business day. A dishwasher is provided for the washing of any dishes that are soiled during your use. Soaps are located beneath the sink.

Our contact information is as follows:

Beltrami Electric Cooperative
4111 Technology Dr NW
Bemidji, MN 56601
(218) 444-2540

For any technical assistance that is needed (during the business day), please ask at the front desk.

For emergency situations, please feel call our main number or alternatively you can call:
Sam Mason (218) 760-8648

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Appendix A: Community Room Reservation Guidelines

Careful observance of the following guidelines will allow Beltrami Electric Cooperative to provide the use of the Community Room for the public indefinitely. However, any abuses will be noted and the accommodation will, of necessity, be discontinued immediately. We reserve the right to modify these guidelines as needed.

Activities allowed in the community room:

- Training sessions
- Business/Government meetings
- Discussion groups
- Presentations

Restrictions:

- No promotions or solicitations to sell products or services (i.e. garages sales, flea markets, etc.)
- No demonstration that could damage the building or equipment
- No alcohol, smoking or tobacco
- Number of persons in room and the impact on parking can be issues. Large groups must verify details, see Appendix C
- No unlawful activity
- No animals, reptiles, birds, or insects
- No activities that disrupt others such as loud music during business hours.

Reservation and Payment:

- Reservations for the Community Room shall be made as far in advance as possible to secure the date.
- Payment must be received prior to using the room. Checks are payable to Beltrami Electric Cooperative. Visa and MasterCard are also accepted. In the event an organization uses a purchase order system and cannot make payment prior to using the room (i.e. government organization), the cooperative will invoice the organization.
- BEC reserves the right to refuse the use of the Community Room to any person or organization.
- BEC reserves the right to first option for the Community Room. BEC will not contract for continual meetings by the same organization. (i.e. weekly/monthly meetings). It is acceptable to meet often, but not necessarily on a long-term basis.

Times available: The Community Room will be available from 7 a.m. to 11 p.m. After hours use will require the user to pick up a key during normal business hours (8 a.m. to 4:30 p.m.) so they can access the front door and Community Room. The user is responsible for locking the Community Room door and the front door and returning the key to the designated drop box when finished.

Equipment

- Beltrami Electric can make the following equipment available: overhead projector, PowerPoint projector, VCR/TV/DVD, microphone, flip chart, white board, speakerphone, Internet access, podium and portable coat rack. Please check for availability. Other equipment, including computers/laptops is the responsibility of the user.

Rates:

- Rental rate: \$50.00

Room Capacity:

- 70 – This is a maximum and may not be appropriate during business hours.

Kitchen Use and Refreshments:

- The kitchen area may be used and is included in the room fee. Kitchen equipment includes electric range, refrigerator/freezer, coffee maker, dishwasher, utensils, coffee cups, etc.
- Users are responsible for their own refreshments. Coffee is available upon request and is included in the room fee.

Set Up and Clean Up:

- Set up and clean up are the responsibility of group. Users are expected to leave the room in the condition they found it. BEC will take care of garbage.
- Groups using the Community Room after regular business hours will be given a key to access the building and Community Room. The group's representative will be responsible for returning the key to the after-hours drop box located in the main lobby area.

Appendix B: Locking and Unlocking the Doors

Entering the building and leaving the front doors locked

- From outside, insert the key into the lock cylinder and turn counter clockwise a little more than half a turn. Pull the door open while holding the key in this position. The door will lock when closed.
- From inside, depress the paddle, this will retract the latch and allow you push to door to exist. The door will lock when closed. When leaving, check to see that the manual flush bolts are latched to hold the second door section in place. These are located on the inside edge of the door 12 inches from the top and bottom.

Unlocking the front door to allow free entry

- Insert the key into the lock cylinder. Depress and hold the paddle on the inside of the door. Turn the key clockwise while continuing to depress the paddle. The key will turn almost $\frac{1}{2}$ a turn clockwise. Once the key is turned, you can release the paddle and the latch should be held in the retracted position. You can now return the key to the center position to remove the key from the cylinder.
- To allow the free swing on the other door sections, release the manual flush bolts. These are located on the inside edge of the door 12 inches from the top and bottom.

Locking the front door

- Close the manual flush bolts on the door section adjacent to the keyed door section. These are located on the inside edge of the door 12 inches from the top and bottom. This is important because without these bolts to hold this door in place, the center of the doors will push out allowing the doors to open even though the keyed section is locked.
- To release the latch on the keyed door section to the locked position: Insert the key into the lock cylinder and turn counter clockwise, the latch will be released. Return the key to the center position to remove. Close door and pull to confirm that it is latched.

Appendix C: Limitations on Event Attendance and Related Parking Lot Concerns

Beltrami Electric Cooperative wishes to make our Community Room available to various community groups, but does reserve the right to refuse the use of the room. Of particular concern is the size of the groups, time and date of events and parking limitation. Recently there have been issues that have had an impact on the normal activity and function of the cooperative and other building tenants.

The parking lot in front of the building is limited, especially during normal business hours. The front parking lot has a total of 44 designated parking spots of which some are reserved for handicapped visitors. During business hours, the row closest to the building is reserved for 15 minute and Beltrami Electric customer parking, leaving only 26 parking spots available in the center area. Some of these parking spots are used by other building tenants and visitors during business hours. Because of the limited parking, events during business hours are asked to limit the attendance of their groups. Carpooling can help address this issue.

There are only 68 chairs in the room, therefore we request that groups limit attendance to a **maximum of 70 persons**; keeping in mind the parking issue stated above. **Large groups are requested to limit events times to periods outside of normal business hours.**

Parking on the lawn is NOT allowed. This has caused damage to the sprinkler system. Please note that there is an automated sprinkler system that may come on during your evening meetings. Cars parked near the edge of the lot may receive some overspray especially on windy days. This is reduced by parking in designated parking spots.

Community Room event host are asked to monitor the parking and provide guidance on these issues to those attending their events. Some groups have parked on the public street or the west lot when parking in the front lot was full or reserved.

The use of the Community Room shall be made available:

- a) When the use does not interfere with the normal activity and function of the cooperative.
- b) When the requesting organization agrees to adhere to the rules and regulations of the Cooperative
- c) When the requesting organization has designated one individual to assume full responsibility for the use of the facilities, equipment, furnishings, kitchen supplies and the conduct of the group.

Contact Beltrami Electric Cooperative's Facilities Manager, Sam Mason with any questions.
Main number 218-444-2540, desk 218-444-3623, e-mail smason@beltramielectric.com