

*Brunswick Electric Membership Corporation (BEMC) provides use of the Meeting Room at no charge to active members of the Cooperative as a benefit of membership. Please follow these guidelines when reserving the Meeting Room.*

**Who may use the Meeting Room:**

- Any active member of BEMC representing a community group or organization may request to use the Meeting Room. The group will be responsible to the Cooperative for the safe, orderly and proper use of the facility and its contents.
- Groups and organizations such as and including the following may be granted use of Meeting Room: community organizations, educational organizations, government offices, County and Town Boards, professional organizations, health organizations and retirement organizations, etc.
- BEMC reserves the right to cancel any scheduled use of this facility when it is deemed necessary. Outside use of the Meeting Room will in no way conflict with use by the Cooperative. BEMC has the authority to approve and disapprove any group using the meeting facility.

**Use of the Meeting Room:**

- The Meeting Room may be booked up to three (3) months in advance. Meeting facilities may not be scheduled for reoccurring meetings beyond three (3) months in advance.
- Mon-Fri 8:00am – 5:00pm: Max: 100 people Min: 30 people Vehicles: Max 65  
Mon-Fri after 5:00pm & weekends: Max: 150 people Min: 30 people Vehicles: Max 150
- Please – no parking in the designated 15-minute spots in front of the building at any time.

**Restrictions:**

- Merchandising of goods or services other than those of BEMC is not allowed.
- Persons, groups, and organizations for purely commercial or social purposes, partisan political activities or political candidates, or any private or public activity that shall be considered controversial in the judgment of Management of BEMC will not be allowed to use the Meeting Room. Activities that discriminate on the basis of race, color, national origin, age, disability, sex, gender identity or religion are not permitted.
- Alcoholic beverages and/or drugs are prohibited on the premises of any BEMC facility including the Meeting Room.
- Smoking is not allowed in the Meeting Room. Smoking is permitted outside at the designated area at the back of the building.
- Firearms are prohibited on the premises of any BEMC facility including the Meeting Room. Law Enforcement Officers are exempt from this condition.
- External posters, signs, etc., are not allowed on BEMC grounds.
- No pets allowed in the Meeting Room.

**Safety and Housekeeping:**

- Do not block any exit routes with chairs, tables, etc.
- Call 911 in the event of an emergency. In the event of smoke, fire or fire alarm – exit the building ASAP, call 911, and account for your event participants.
- Please remove food items when your meeting has concluded.
- Tables and chairs should be rearranged as they were found.
- Please do not open or close the window blinds.
- BEMC is not responsible for items left behind.

**Building Access:**

To access the building after business hours, use the “push button for assistance” at the Bill Payment Terminal located beside the drive-thru to contact the Control Center. They will unlock the door. After your meeting, please call the Control Center again from the same location to verify that your meeting has concluded.

**Apply to use the Meeting Room:**

Complete the application online or download and send your completed application to: BEMC, ATTN: Meeting Room, by email: [info@bemc.org](mailto:info@bemc.org), fax: 910-755-4299, or by mail: PO Box 826, Shallotte, NC 28459.

We will notify you promptly if the space is available for your use.