

**ATMC**  
**GUIDELINES FOR ASSEMBLY ROOM USE**

1. Groups requesting the use of the assembly room will be referred to the Public Relations Manager or his/her representative, who will coordinate the use of the room, with final approval by either the General Manager or Chief Operations Officer.
2. The person making the request for use of the assembly room for a group or organization must be an ATMC member or customer who will be responsible to ATMC for the safe, orderly and proper use of the facility and its contents.
3. The assembly room shall not be used by persons, groups, and organizations for any private or public activity that shall be considered controversial in the judgment of ATMC Management. The use of the room for the purpose of merchandising goods or services other than ATMC's will not be allowed. The room will not be used for any partisan political activities or by political candidates. Groups and organizations such as and including the following may be granted use of the room.
  - a. Community Organizations – Red Cross, Garden Clubs, Civic Clubs, Home Builders Association, etc.
  - b. Educational Organizations – School Boards and Committees, 4H Clubs, etc.
  - c. Governmental Units – County and Town Boards and Committees, etc.
  - d. Industrial Development Groups – Committee of 100, etc.
  - e. Professional Organizations – Health Organizations and Retirement Associations, etc.
4. Groups may use the assembly room from 8:00 a.m. until 5:00 p.m. on days that the ATMC business office is open to the public.
5. Groups using the assembly room shall be limited to no more than 150 people.
6. Outside use of the assembly room will in no way conflict with use by ATMC.
7. Groups or organizations may be given permission to use assembly on a regular schedule, such as a specific date or dates in each week or month.
8. No food or drink will be allowed in the assembly room except for official ATMC functions.
9. Alcoholic beverages and/or drugs will not be allowed on the premises of any ATMC facility.
10. Firearms will not be allowed on the premises of any ATMC facility. Law Enforcement officers are exempt from this condition.
11. No animals other than service animals are allowed inside the premises of any ATMC facility.
12. Groups will return the assembly room including the furniture arrangement to the same condition as immediately prior to the group's use.
13. A minimum fee of \$50 will be charged for use of the assembly room.