

HEADQUARTERS COMMUNITY ROOM CONTRACT

Reservation Policy

The purpose of our Headquarters Community Room is to provide local non-profits and community organizations within our field of membership with a space for meetings and events.

Location: Headquarters, 1055 Hartford Turnpike, Waterford

Community Room Hours: Monday – Friday: 7:30 a.m. to 7:30 p.m. (Please note, that during normal business hours, size of meetings may be limited due to parking space restrictions.)

Maximum Capacity: 150 people

Reservation Policy

Application: You are required to complete and submit an application before each event. Applications must be completed at least (2) weeks in advance. Dates can be held for up to (2) business days. If a signed application is not received within (2) days, the date will become open and available to the next interested party. Members will receive priority at the time of application. Charter Oak Federal Credit Union reserves the right to deny or approve any request, and/or cancel a reservation and contract which has been made for any reason at any time.

- A \$100 security deposit is required. The security deposit will be refunded in full providing the Community Room is left in its original condition. Pending the room's condition, the security deposit will be deposited into a Charter Oak Federal Credit Union account within (7) days following the event. Security deposits will not be refunded if any damage is done to any Charter Oak Federal Credit Union property. (If the organization does not have a Charter Oak Federal Credit Union account, one will be opened during the orientation.)
- Individuals, groups, or organizations using the Community Room are required to provide evidence of liability insurance coverage for their event or function in the form of a Certificate of Insurance naming Charter Oak Federal Credit Union as an additional insured.

Setup: Tables, chairs, and A/V equipment will be set up by Charter Oak Federal Credit Union prior to your event. Arrangements must be made at least (1) week prior to the event.

Cleanup: Your organization is responsible for cleaning up. All trash must be placed in a trash receptacle. Your organization is not responsible for breaking down the tables or moving the chairs.

Cancellation Policy: Security deposits will be refunded if cancellations are made at least 24-hours in advance.

Parking: Parking arrangements will be determined prior to the event and may vary depending on the date and time of the event.

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Guidelines

- No smoking or illegal activities are allowed on premises. Alcoholic beverages are strictly prohibited.
- No lit candles or open flames are permitted in the building.
- No pets are allowed in the building except those needed for medical assistance.
- There are no facilities for food prep or storage. Non-alcoholic beverages in closed containers may be brought in for personal consumption.
- All external advertising of the event must be reviewed by Charter Oak Federal Credit Union prior to publishing or airing. Failure to do so may terminate the contract.
- In all advertising and press releases, it must be made clear that the individual or organization should be contacted directly for information regarding the program, and the contact name and telephone number must be provided.
- A statement of sponsorship must appear in all advertising and press releases using the following phrase: *This program is sponsored by (organization's name) and will be held in Charter Oak Federal Credit Union's Community Room located at 1055 Hartford Turnpike in Waterford, CT.* Failure to do so may terminate the contract.
- Admission may not be charged for any events taking place in the Community Room. Products and/or services cannot be sold while using the Community Room.
- No one under the age of 18 is allowed in the Community Room unless prior authorization has been granted.
- Excessive noise is not permitted.
- No religious activities or services are permitted.
- Nothing is to be affixed to any surface in the Community Room.
- In the event of an emergency, the building must be vacated immediately. Emergency Exits are located outside or adjacent to the Community Room and also in the Lower Level Stairwell.

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Application for Use

Name of individual, group, or organization using Charter Oak Federal Credit Union's Community Room:

Address: _____ City: _____ State: _____ Zip: _____

Primary Contact: _____

Office Phone: _____ Cell Phone: _____ Email: _____

Secondary Contact: _____ Secondary Contact's Phone/Email: _____

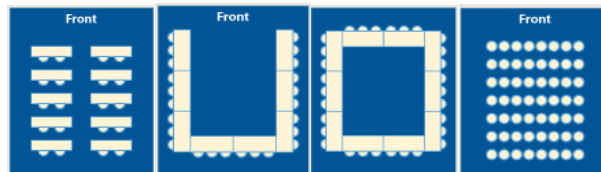
Please describe the nature of the event:

Event Date: _____ Hours of Use (Include set up and clean up): _____

Estimated Attendance: _____

Audio Visual Requirements:

Room Configuration (Circle one. Modifications can be made.):



Charter Oak Federal Credit Union shall have no liability for any claims for injuries and/or property damage by any guests or invitees arising out of or relating to the use of the Community Room and/or while on Credit Union property. Any damage to the room or its content is the sole responsibility of the signer of the contract. Charter Oak Federal Credit Union is not responsible for any lost or stolen items, equipment, supplies, exhibit materials or any other items owned by an individual or group.

I have read and understand Charter Oak Federal Credit Union's Community Room policy and guidelines, and will assume responsibility for the event. I have answered the questions on this Application for Use to the best of my knowledge and ability.

Signature: _____ **Print:** _____ **Date:** _____

Completed applications should be emailed to communityrelations@cofcu.com or mailed to Charter Oak's Marketing Department:

**Charter Oak Federal Credit Union
COMMUNITY ROOM
1055 Hartford Turnpike
Waterford, CT 06385**



Community Room Safety Information

In the event of an emergency that requires the evacuation of the facility, the Community Room will exit via the rear exit doors leading to the outside patio, follow the walkway past the flagpole to the drive-thru area, continue to the upper parking lot near the generator where you will be met by Charter Oak Federal Credit Union staff.

If the designated exit is not available for any reason, please use an alternate exit. For the Community Room, this will be the stairwell located in the lobby. Exit the Community Room through the front doors and immediately turn left where you will find the stairwell. Take this stairwell to the first floor and exit the facility. Walk to the upper parking lot near the generator where you will be met by Charter Oak Federal Credit Union staff.

Should a medical emergency occur, please:

- **Immediately call 9-1-1** from the phone located on the wall across from the elevator in the lobby outside the community room.
- Contact Corporate Security at either x3232 or x3577.
- If CPR is required, there is an Automated External Defibrillator (AED) located in the lobby next to the phone.

If assistance is needed for any other reason, please contact Corporate Security at x3232 or x3577 on the lobby phone.

