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Author: Marketing
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Effective: September 2022

Community Room Usage – Policy / Guideline / Procedure

PURPOSE:

On occasion an individual or an organization will request the use of Prevail Bank's Community Room to conduct a meeting or function. This policy defines the scope, limitations, and procedures for its use.

This policy/guideline does not affect the functions and events that are coordinated and hosted by Prevail Bank.

POLICY / GUIDELINES / PROCEDURE OF PREVAIL BANK:

1. Prevail Bank's community room is available for use by Prevail Bank employees, business customers, nonprofits, non-commercial groups, and businesses that are not customers **free of charge**.
2. Prevail Bank does reserve the right to refuse any Applicant the use of the Room.
3. No animals are allowed in the Room, except owner-accompanied service/assistance animals.
4. No fees should be charged by the Applicant to its attendees, except the cost of reimbursement for any materials/handouts provided.
5. Without prior approval from Prevail Bank, the Room may not be used for commercial purposes or for any type of public sale, purchasing, or trading of products or services.
6. Only employees may utilize the room for private celebrations (birthdays, showers, anniversaries).
7. Public Wi-Fi and use of plug-and-play audio-visual equipment [Medford only] will be provided free of charge. **Applicant must provide their own computer/video meeting application for plug-and-play.**
8. There are multiple double-gang electrical outlets and data ports along the walls and/or in the floor.
9. No tacks, nails, tape, or staples may be affixed to walls, furniture, or other surfaces.
Flip charts on easels okay. Applicant must bring their own flip charts, easels, markers...
10. Food may be served and eaten in the Room. Hot foods and drinks should be confined to the counter(s). Applicant is responsible for bringing all items to accommodate the food being served, IE:

plates, napkins, eating utensils, coffee pots, and cleaning supplies. **If spills/stains take place, applicant will be responsible for cost of clean-up.**

11. Alcohol may be served in moderation, not sold.
12. [Medford specific] The food counter is 7'5" in length with 2 double-gang electrical outlets. At one end of the counter is a 17.5" x 13.75" stainless steel sink. Electrical outlets at the counter can accommodate 4 crock pots or roasters. Mini-refrigerator in the Room will not be available for use.
13. Occupants will have access to two restrooms and a water fountain.
14. Occupant activities should be contained to the Room and not interfere with bank functions.
15. Any publicity about the use of Prevail Bank's space must carry the name of the organization and may not identify Prevail Bank as a sponsor. It should include that the views of the organization are not necessarily those of Prevail Bank.
16. With approval of Prevail Bank, signage, on the day of the event only, may be placed on the lawn or outside the prescribed entrance door for the Room reserved.
17. Room requests will be reviewed & accepted on a first come/first served basis.
 - A. Requests will be funneled through one individual, the Branch Manager. In the absence of a Branch Manager, the Relationship Banker (RB) will assume the responsibility of managing the reservations.
 - B. Requests will be accepted through an online form, in-person, and over the phone.
 - C. Reoccurring meetings will be considered/approved for a 6 month time period
 - D. The Manager/RB will contact Applicant within two business days of receipt of the request and advise him/her of the acceptance or denial of the Room request. The Manager/RB will then forward the Room Policy / Agreement to Applicant for signature.
 - E. Applicants will be required to sign and return the Agreement Form to officially hold/reserve the Room prior to the meeting date.
 - F. Once the signed Agreement Form is returned, the Manager/RB will:
 1. Reserve the room in Outlook.
 2. Ask IT to program a Fob for Applicant.
 - G. A week prior to the reservation, Manager/RB will:
 - Make arrangements to provide the Applicant with:
 - a) A keyless entry remote transmitter (Fob)
 - b) A copy of the agreement
 - c) Two (2) on-call emergency contacts for the Room
 - An Information Technology (IT) professional – to call if there is an issue with the Fob or the technology within the Room

- Facilities professional – to call if something structurally or mechanically is amiss, IE: temperature, lights, etc.
- Advise branch (plus IT) of upcoming Room reservation via All-Branch email (so if employee encounters anyone 'new' they will be greeted and asked if they can assist in finding the Room, etc.)
- Advise Facilities of any special requests and/or additional chairs needed.

18. After the event:

- A. Facilities will survey the Room's condition to determine if any additional cleaning is needed or if damage has occurred.
- B. IT will survey the Room to ensure all equipment is accounted for and in working condition.

19. Applicants are responsible for:

- A. Managing their own attendee reservations, registration, and meeting questions. A Prevail Bank telephone number or staff member should not be used for such purposes.
- B. [Medford specific] Testing in-room technology 1-2 days before the Room reservation. Testing may be done during bank business hours.
- C. Acquiring the electronic entry device and Wi-Fi password 1-2 days before reservation.
- D. Advising attendees where to park and which entrance to use.
 - [Medford specific] Applicant and attendees should park on the west side of building and use the West Entrance door for coming/going. Once an individual leaves **after banking hours, the door will automatically lock behind them.**
 - [Medford specific] **Do NOT use Main Entry (South) door. It will set-off an alarm,** if/when bank is closed. Use the West Entrance.
- E. Not allowing entry to anyone who is not part of the meeting or gathering.
- F. Setting up and cleaning up.
- G. Re-establishing the tables and chairs to a Boardroom style prior to leaving.
- H. Taking the garbage to the dumpsters behind the building.
- I. Returning the entry device (Fob) to Prevail Bank.
 - During business hours: Hand it to a bank teller
 - After business hours: Drop it in the night deposit box located in the first drive-up lane. The box is embedded into the brick wall of the building.

20. The Applicant signing the application must be at least 21 years of age, and assumes responsibility and liability on behalf of the group or organization for:

- a. Following all laws and participant accommodations (i.e. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
- b. Any damage to Prevail Bank's facilities or loss of Prevail Bank property, and shall be**

responsible for paying the cost of any damage or loss incurred by Prevail Bank.

- i. Prevail Bank is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced.
 - ii. The individual and/or organization will not be permitted to reserve the Room again until the costs of repairs or replacement items have been paid.
21. Smoking, gambling, use or possession of illegal drugs are all prohibited. Burning of any materials, including incense and candles is prohibited.
22. Parents will be responsible for supervising their children and are required to keep children who need supervision in the room.
23. Prevail Bank personnel must have free access to the Room at all times, retaining the right to monitor all meetings and activities to ensure compliance.
24. Violation of any of the above will affect future reservation status.

Availability:

The Community Meeting Room will be available for use:

Medford location: Monday – Sunday 8:00 am to 9:00 pm

Room Capacity:

Medford location: Room dimensions: 20'x 38'
Tables: 8 – 30x60 tables / Tables may be moved
Chairs: 16 - Boardroom style arrangement
Additional chairs (up to 20) may be requested.

Acknowledgement:

Applicant, by your signature on the agreement form, you will be agreeing to indemnify and hold Prevail Bank harmless for any loss or damage that may arise during the use and occupancy of the Community Room. You will pay for all damages or loss that occurs to the Community Room equipment or premise during the course of your event. And, you understand that Prevail Bank is allowed to use your name and/or mention the organization's name in any advertising or public relations communications.



Effective: 9-1-2022

Request for use of Prevail Bank's Community Meeting Room

Location: <DropDown>

Prevail Bank - Medford WI – 675 E Broadway Ave

Name of organization: _____

Nonprofit: Yes No

Person requesting usage: _____

Today's date: _____

Contact Phone: _____ Email: _____

Address of organization: _____

Date(s) of requested use: _____ Start time: _____ End time: _____

Estimated # of attendees: _____

[Medford only] Room established in Boardroom Style with 16 chairs. If additional chairs are needed, how many more would you need (0-20): _____

Purpose of meeting: _____

Will services or products be sold: Yes No

[Medford only] Do you intend to use our 'plug n play' equipment for your laptop: Yes No

Describe any special requirements/considerations here: _____

Acknowledgement of terms: I acknowledge the information shown above to be true. I agree to provide any rental fee and/or deposit, in addition to a signed agreement form, if my room request is approved, prior to the date of use. I also acknowledge and will take full responsibility that the guidelines and expectations relating to the room's usage will be followed and fulfilled. Upon conclusion of use, the room will be cleaned and in the same order it was in prior to my using it.

_____ (Signature of requester)