

ABBYBANK MEDFORD COMMUNITY ROOM USAGE AGREEMENT

The AbbyBank Medford Community Room was designed to be shared with the Medford community. The Community Room may be reserved by nonprofit organizations and business users by completing the attached Request for Use of Community Room.

Room Information

Hours Available:	8:30 am to 9:00 pm
Days Available:	Sunday through Saturday
Fee:	No charge for nonprofit organizations or AbbyBank business customers; \$100 fee for other business users
Deposit:	\$50 refundable damage deposit will be required
Room Capacity:	75 people
Dimensions:	32' W x 50' L x 8' H

Amenities

- Secure entrance
- Elevator
- Kitchen with sink and microwave
- Tables and chairs for 50
- Restrooms
- Free Wi-Fi
- Built-in Projector/Screen for “plug-n-play” service to self-provided computer

Usage Rules

- A written request must be completed and received at least two weeks in advance.
- For minor groups who wish to utilize the Community Room, an adult must file the request on their behalf and adequate adult supervision must be provided.
- All events must end on time.
- Any damage to the room or its content is the sole responsibility of the signer of the written request.
- **AbbyBank reserves the exclusive right to deny any requests for the use of our Community Room, and/or cancel a request which has been made, for any reason, at any time.**
- Individuals, groups, or organizations using the Community Room may be required to provide evidence of liability insurance coverage for their event or function in the form of a Certificate of Insurance naming AbbyBank as an additional insured.
- Individuals applying for use of the Community Room in their own name or on behalf of any group or organization may be subject to a background check in AbbyBank’s sole discretion and by signing the request hereby consenting to the same.
- Items may be sold only with the permission/approval of AbbyBank.
- In accordance with Wisconsin law, no smoking or illegal activities are allowed.
- Alcoholic beverages are strictly prohibited.

- The Community Room must be left in clean/neat condition, with all trash being placed in the outside dumpster.
- AbbyBank is not responsible for any equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Community Room.
- The individual and/or organization will be responsible for any damage to the Community Room equipment or premises. Any damage must be reported promptly to the Branch Manager, who will arrange for professional repairs or cleaning, with all costs being the responsibility of the individual signing the request and any organization they represent.
- All decorations that need to be hung, taped, or affixed to the Community Room walls, doors, windows, floors, or ceilings need to be approved by the Branch Manager.
- The volume of oral presentations, discussions, television or movie presentations, telephone or video conferences, or music in the Community Room during any event or function, must be controlled to an appropriate level that will not disturb employees or customers of AbbyBank.
- The content of all video games, CDs, DVDs, and other media to be shown, displayed, or broadcast on any equipment in the Community Room is subject to the prior review and approval by AbbyBank, which may reject any such content and decline to show, present, or broadcast same for any reason, or no reason, in its sole and absolute discretion.
- In all advertising and press releases, it must be made clear that the sponsoring 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 the AbbyBank Medford Community Room, 215 S. 8th Street, Lower Level, Medford.
- In case of emergency, meeting participants must exit the building immediately.
- An AbbyBank representative has the right to enter the Community Room at any time during any event or function.

SIGNERS, by their signatures, agree to indemnify and hold AbbyBank harmless for any loss or damage that may arise during the use and occupancy of the Community Room. Signers also agree to pay for all damages that occur to the Community Room equipment or premise during the course of their event. Signers understand that they allow AbbyBank to use their name and mention the organizations' names in any advertising or public relations communications.

Name of Individual, Group, or Organization using the AbbyBank Medford Community Room

Print Name

Print Title

Signature

Date