



Effective: September 2022

## Community Room Agreement Form

### Applicant agrees on behalf of him/herself and the organization s/he represents that:

1. Prevail Bank does reserve the right to refuse any Applicant the use of the Room.
2. Applicant is responsible for advising attendees where to park and which entrance to use.
  - [Medford specific] Attendees should use the **West Entrance door only**. Because after the bank is closed for business, any use of the Main Entry (South) door **will trigger an alarm**.
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. [Medford specific] If Applicant intends to use plug 'n play technology, Applicant will bring their own computer and video meeting application.
7. No tacks, nails, tape, or staples may be affixed to walls, furniture, or other surfaces.
8. Food may be served and eaten in the Room. Hot foods and drinks will 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 the cost of clean-up.
9. Alcohol may be served in moderation, not sold.
10. Activities will be contained to the Room and not interfere with bank functions.
11. 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.
12. 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.
13. Room is not officially held/reserved until signed Agreement Form is returned to Prevail Bank.
14. Applicant will manage their own attendee reservations, registration, and meeting questions. A Prevail Bank telephone number or staff member should not be used for such purposes.

15. [Medford specific] Testing of in-room technology may take place 1-2 business days prior, during bank business hours.
16. Entry device and Wi-Fi password can be obtained 1-2 business days before reservation.
17. Not to admit entry to anyone who is not part of the meeting or gathering.
18. Setting up and cleaning up the space to the condition it was provided.
19. Taking any garbage to the dumpsters behind the building
20. Returning the entry device 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.
21. Applicant, who is at least 21 years of age, 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. Paying for any damage to Prevail Bank’s facilities and/or loss of Prevail Bank property.
    - Prevail Bank is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced.
22. Smoking, gambling, use or possession of illegal drugs are all prohibited. Burning of any materials, including incense and candles is prohibited.
23. Prevail Bank personnel will have 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.

**Signer**, by your signature, agree to indemnify and hold Prevail Bank harmless for any loss or damage that may arise during the use and occupancy of the Community Room. Signer also agrees to pay for all damages that occur to the Community Room equipment or premise during the course of their event. Signer understands that they allow Prevail Bank to use their name and mention the organization’s name in any advertising or public relations communications.

I, \_\_\_\_\_, representing \_\_\_\_\_,  
 (Print full name) (Print organization’s name)

as its \_\_\_\_\_, agree to the policy / agreement as outlined for the meeting  
 (Signer’s title)

and/or activity scheduled on \_\_\_\_\_ in Prevail Bank’s Community Meeting Room located in  
 \_\_\_\_\_.  
 (City)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_