Community Room Usage

Policy / Guidelines / Procedure

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Policy Area: Administration

Purpose: To provide a safe, orderly and equitable process for community use of Prevail Bank meeting facilities while protecting bank property, operations, employees and customers.

1. Prevail Bank's community rooms are 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 activities and business needs take precedence over Community Room reservations. Prevail Bank reserves the right to cancel or reschedule reservations when necessary for business purposes.
3. Prevail Bank reserves the right to refuse any applicant the use of the room.
4. Prevail Bank reserves the right to require proof of liability insurance for certain events or organizations.
5. Reservation times must include setup and cleanup activities. Access outside of the approved reservation period is not guaranteed.
6. No animals are allowed in the room, except owner-accompanied service/assistance animals.
7. No fees should be charged by the applicant to its attendees, except the cost of reimbursement for any materials/handouts provided.
8. 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.
9. Only employees may utilize the room for private celebrations (birthdays, showers, anniversaries).
10. Public Wi-Fi and use of plug-and-play audio-visual equipment will be provided free of charge when available. **Applicant must provide their own computer/video meeting application for plug-and-play.**
11. No tacks, nails, tape, staples, or other fastening materials may be affixed to walls, furniture, windows, doors, or other surfaces. Flip charts on easels are permitted; however applicants must provide their own flip charts, easels, markers, and any other presentation materials needed for their event.
12. Food and beverages may be served and consumed in the room. Hot food items and

beverages must be kept on designated counters or tables. Applicants are responsible for providing all items needed to serve and consume food and beverages, including, but not limited to, plates napkins, utensils, serving equipment, and cleaning supplies. Applicants are also responsible for cleaning any spills or messes that occur during the reservation. Any costs incurred by Prevail Bank for additional cleaning or stain removal resulting from the event may be charged to the applicant.

13. Alcohol may be served only to individuals of legal drinking age and in accordance with all applicable laws. Alcohol may not be sold. The applicant assumes full responsibility for monitoring consumption and ensuring compliance with all laws and regulations.
14. [Medford specific] There is a sink, counter and outlets available in the meeting room. Electrical outlets at the counter can accommodate 4 crock pots or roasters. Mini refrigerator in the room will not be available for use.
15. [Wisconsin Rapids specific] There is a sink, counter and outlets in the upstairs meeting room. There is one table and one outlet available for snacks or food in the lower-level meeting room.
16. [Phillips specific] There is a sink, counter and outlets available in the meeting room. Refrigerators in the room will not be available for use.
17. Access to restrooms will be available.
18. Activities associated with the reservation must remain within the designated meeting space and must not interfere with banking services, customer access, or daily operations.
19. 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 use of the Community Room does not constitute endorsement by Prevail Bank of any organization, viewpoint, candidate, political party, product or service.
20. With approval by 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.
21. Room requests will be reviewed & accepted on a first come/first served basis.

    A. Requests will be reviewed by the Branch Manager and/or the Relationship Banker (RB).

    B. Requests will be accepted through an online form, in-person, and over the phone.

       NOTE: If you, as an employee, book a Community Room through Outlook for a meeting, you MAY conflict with the meetings booked via the online form. Please verify availability with the Branch Manager.

    C. Recurring reservations may be approved for up to 6 months and are subject to periodic review.

    D. The Branch Manager/RB will review the request and room availability and provide the requester with approval or denial notification via email.

    E. Applicant will be required to accept the application terms online or sign and return

the Agreement Form to officially hold/reserve the room prior to the meeting date.

F. 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
        - Branch Manager – to call if something structurally or mechanically is amiss, e.g., temperature, lights, etc.

22. Community Room Approval Checklist

☐ Application received
☐ Availability verified
☐ Agreement accepted/signed
☐ Outlook reservation entered
☐ Facilities notified of reservation and special requests
☐ IT notified
☐ Key-fob requested
☐ Confirmation sent to applicant
☐ Branch notified

23. After the event:

A. Facilities and/or the Branch Manager will survey the room's condition to determine if any additional cleaning is needed or if damage has occurred.

B. IT and/or the Branch Manager will survey the room to ensure all equipment is accounted for and in working condition.

24. 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. Testing in-room technology 1-2 days before the room reservation. Testing may be done during bank business hours.
    - Prevail Bank is not responsible for technology, internet or equipment failures.

C. Acquiring the key-fob and Wi-Fi password 1-2 days before reservation.

D. Communicating to 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. 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.
- [Wisconsin Rapids specific] The north entrance should be used to access the stairs for the lower-level meeting room and upstairs conference room.
- [Phillips specific] The applicant and attendees should park on the west side of building and use the west entrance door.

E. Not allowing entry to anyone who is not part of the meeting or gathering.

F. Reporting any damage, accident, injury, or security issue that occurs during the reservation time immediately.

G. Setting up and cleaning up.
- Remove all decorations.
- Wipe tables and counters.
- Return furniture to original configuration.
- Remove all food and supplies.
- Dispose of garbage and recyclables.

H. Returning the key-fob to Prevail Bank.
- During business hours: Return 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.

25. The applicant signing the application or accepting the terms online 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 required accessibility accommodations and compliance with the Americans with Disabilities Act (ADA).

    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.

26. The following are prohibited on Prevail Bank property:
    A. Illegal activities
    B. Gambling
    C. Smoking / vaping
    D. Open flames
    E. Weapons
    F. Hazardous materials
    G. Disorderly conduct
27. Parents or guardians are responsible for supervising their children at all times. Children requiring supervision must remain within the reserved room unless accompanied by a parent or guardian.
28. Prevail Bank personnel must always have free access to the room, retaining the right to monitor all meetings and activities to ensure compliance.
29. 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
Wisconsin Rapids location:	Monday – Friday	9:00 am to 5:00 pm
Phillips location:	Monday – Friday	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 8) may be requested
Wisconsin Rapids location:	Lower-Level Meeting	Room (over 12 people):
	Room dimensions:	24' x 34'
	Tables:	8 - Tables may be moved
	Chairs:	20 – Conference style arrangement
		Additional chairs (Up to 8) may be requested
		Additional tables (Up to 2) may be requested
	Upper-Level Meeting	Room (12 or less people):
		1 large table with 12 chairs
Phillips location:	Room dimensions:	14' x 26'
	Table:	1 large table
	Chairs:	10 – Boardroom style arrangement

Acknowledgement:

By your acceptance in the online Agreement Form or signature on the physical Agreement Form, you 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. You will pay for all damage or loss that occurs to the Community Room equipment or premises during the course of your event. 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.

Prevail Bank Community Room Agreement Form

(To be used if no online confirmation has been received)

Please fill out this agreement or the online form to request the use of one of our Community Rooms. The local branch will review and reach out to you.

1. Branch







12 or less people



Over 12 people

☐ Medford ☐ Phillips ☐ Wisconsin Rapids ☐

2. Name of Organization _____

3. Non-Profit? Yes No

4. Contact Name _____

5. Contact Phone Number _____

6. Contact E-mail Address _____

7. Organization Address _____

8. Date of Requested Use _____

If multiple dates and times or recurrence is needed, please indicate in the 'Additional Needs' field further down on this form.

9. Start Time _____

10. End Time _____

* Please note: Reservation times must include set-up and cleanup activities. Access outside of the approved reservation period is not guaranteed.

11. Approximate Number of Attendees _____

12. Purpose of Meeting _____

_____

13. Will Products or Services be Sold? Yes No

14. Additional Needs - Please describe any special requirements or considerations here. If you need to request a recurring meeting, please specify here.

_____

_____

_____

_____

_____

15. Acknowledgement of Terms
I acknowledge the information shown above to be true. I agree to provide 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. I agree to pay for any damage or loss that occurs during the reservation.

Signature _____

Date _____