

## Agreement of Use for Family Trust Center Community Room

We're pleased to offer the use of our Community Room to York County businesses and **not-for-profit groups** when they are not being used for Credit Union purposes. The room comfortably accommodates up to 36 people in a classroom/meeting style.

At least two weeks' advance reservation notification is required. To maintain access for as many groups as possible, we cannot accept long-term, recurring reservations.

### We ask that our guests observe the following guidelines:

- The Community Room is typically available during normal business hours, Monday-Friday from 9:00am - 5:00pm.
- Guest access is limited to the Community Room and the restrooms adjacent to the room.
- No on-site cooking is permitted; however, guests can have food brought in. Guests should bring plates, cups, napkins, and utensils, etc.
- No alcohol is allowed on Credit Union premises unless approved by Family Trust administration.
- Guests are responsible for their own audio & visual needs. Family Trust only provides a screen for visual display purposes with an HDMI connection. Please bring any peripheral equipment required to connect to an HDMI cable. Other A/V equipment is not available, including extension cords.
- Family Trust will not provide IT support on the day(s) of your event. We strongly encourage guests to test their equipment prior to the meeting/event and have alternative plans available if needed.
- Because we are a financial institution, we must maintain a secure facility. All parties should enter from the main entrance off White Street. Propping doors open is strictly prohibited. Carts may be available, but guests should plan unloading/loading needs accordingly.
- Standard room configuration is 6 round tables for 6 people. If you require auditorium seating, you must set up and restore the room to its original configuration. Guests will be responsible for removing all trash, boxes, etc. after the event/meeting.
- Family Trust takes no responsibility for personal effects and possessions left on premises during or after any event.
- No items should be affixed to the walls or ceilings for any reason.
- Family Trust reserves the right to refuse the use of the facility to any group and also reserves the right to be present at any meetings held at the facility.

- Family Trust reserves the right to change a scheduled meeting for Credit Union use if the need arises.
- **Designated Parking:** Guests are required to park in the designated parking (highlighted) areas on the attached graphic. Due to limited spaces available, carpooling is encouraged.

I agree to accept and assume responsibility for the conduct and behavior of guests and other parties associated with the use of premises pursuant to this agreement. I also agree to indemnify and hold harmless Family Trust Federal Credit Union, including all of its employees, volunteers, agents, and independent contractors, from all costs or liability resulting from any injury, claim, demand, loss or damage, including death or property damage caused by negligence of the undersigned or its guests, invitees, or other persons or entities participating in the use of these premises.

I hereby acknowledge receipt of this set of rules governing the use of Family Trust Federal Credit Union's Community Room facility. I understand the rules and accept responsibility for my group's adherence to these rules.

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**Company/Non-Profit Agency**

**Family Trust Federal Credit Union**

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**Company/Non-Profit Representative**

\_\_\_\_\_  
**Credit Union Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Designated Parking area for Family Trust Center Community Room**

