



COMMUNITY ROOM CONTRACT **AND USE APPLICATION**

The Community Room located at Berkshire Bank's Colonie, New York, Branch at 151 Vly Road was created to help our customers get more out of life...not just financially, but in other ways, too. The Community Room is a multi-functional room that will offer a curriculum of exciting events that are of interest to the communities we serve. The Community Room is available Monday through Friday between the hours of 8:30 am and 4:00 pm, and Saturdays by appointment.

Community Room Features:

- Video conferencing
- Teleconferencing
- 58" Plasma Television
- Dry Erase Board

- Microsoft X-Box
- Free Parking
- Large Window Space
- Kitchenette
- Accommodations for 35 people

Reservation Policies:

- A written application for use should be made one month in advance wherever possible.
- Applications will not be accepted further than six month, nor less than 15 days, in advance.
- An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided.
- No fee is charged for use of the Community Room, however, there is a \$100 refundable deposit required for the reservation and use of the Community Room. For your convenience, if the Community Room will be used on a repeating basis, a single deposit of \$100.00 may be maintained in a Berkshire Bank checking account.
- The time used begins at set-up and runs through vacancy of the building.
- If an event does not end in a timely manner, resulting in a late start for the next booked reservation period or late closing, a fee of \$25.00 per five minutes of additional time will be charged and withheld from the deposit.
- Additional charges for vandalism, abuse of equipment, and/or not cleaning up after use may be incurred and withheld from the deposit.
- In the case of multiple reservations, if additional charges for vandalism, abuse of equipment, late ending, and/or not cleaning up after use are imposed, subsequent reservations and contracts may be cancelled. Deposits paid for Community Room use will be refunded after full reimbursement of the additional charges. Any reservation and contract may be rejected and previously granted permission may be withdrawn for violation of these guidelines at the absolute discretion of Berkshire Bank.
- A refund check will be sent to the individual or organization with in two weeks, providing the facilities are left clean and in good order.
- Notice of cancellation of a reservation and contract, for any reason, will be given as far in advance as possible, but not less than 48 hours in advance.

- Maximum capacity of the Community Room is 35. Berkshire Bank reserves the right to deny applications for use of the Community Room, or cancel a reservation and contract which has been made, for any reason at any time.

Guidelines:

- Admission may not be charged to any event or function held in the Community Room.
- Individuals, groups or organizations using the Community Room may be required provide evidence of liability insurance coverage for their event or function in the form of a Certificate of Insurance naming Berkshire Bank 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 Berkshire Bank's sole discretion, and by signing this document hereby consent to the same.
- Items may be sold only with the permission/approval of Berkshire Bank, and NO soliciting is allowed.
- In accordance with New York State Law, no smoking or illegal activities are allowed. *Alcoholic beverages are strictly prohibited.*
- Kitchen facilities are reserved for use by licensed and insured caterers. The Community Room, including the kitchen facilities, if used, must be left in a clean, orderly condition and debris collected and prepared for trash pick-up.
- Berkshire Bank will not be responsible for equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Community Room.
- The individual or organization will be responsible for any damage to the Community Room equipment or premises. Such damage shall be reported promptly to the Branch Manager, who will arrange for professional repairs or cleaning, the cost of which will be borne by the individual or organization.
- Nothing, including decorations, will be hung, taped, stapled, or otherwise affixed to the Community Room walls, doors, windows, floors or ceilings, without prior approval of Berkshire Bank personnel.
- The volume of oral presentations, discussions, television or movie presentations, telephone or video conferences, or music in the Community Room during any function or event, especially where amplified in any manner, must be controlled to an appropriate level that will not disturb patrons of Berkshire Bank or any neighbors or passers by in the surrounding area.
- The content of all video games, CD's, DVD's and other media to be shown, displayed or broadcast on any equipment in the Community Room is subject to prior review and approval by Berkshire Bank, 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 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 Berkshire Bank Community Room, 151 Vly Road, Colonie, NY.*
- In case of emergency, meeting participants must exit the building immediately.

Please continue to next page to sign and date this document.

SIGNORS, by their signatures, agree to indemnify and hold Berkshire Bank harmless from any loss or damage that may arise during the use and occupancy of the Community Room. **SIGNORS** also agree to pay for all damages and for excess time used in the course of their event. **SIGNORS** understand that they allow us to use their name and mention of their organization in any advertising or public relations communications.

Name of Individual, Group or Organization using the Community Room:

Signature	Date
Print name and title: _____	SS#: _____
<i>(If signing for a group or organization)</i>	<i>(Required for <u>all</u> signors)</i>

Please make checks payable to: Berkshire Bank Community Room
And send this contract and your payment to: Berkshire Bank, 151 Vly Road, Niskayuna, NY 12309

*Please complete all information requested in the application form
on the following pages and sign and date where indicated.*

Application for Use of the Community Room

Person or Organization using the Community Room _____

Address _____

Telephone number _____ Email address _____

Person in charge of use _____

Address _____

Telephone number _____ Email address _____

Date(s) of use _____ Number of people attending _____ Hours of use (include time for set up, clean up and special preparations) _____

(NOTE: All events, including clean up, must be over and the Community Room must be vacated by 4:00 pm)

Describe your intended use of the Community Room:

Do you intend to serve food? If yes, please describe (include caterer):

Do you intend to provide entertainment? If yes, please describe:

Do you intend to use music? If yes, please describe:

Please describe any special requirements or considerations for you use of the Community Room:

I have read and understand the foregoing Policies and Guidelines for use of the Community Room. I have answered the foregoing questions on this application for use of the Community Room truthfully to the best of my knowledge and ability.

Signed _____

Print name:

Date _____

Security deposit to be returned to: _____
(Print name)

At the following address: _____

Please be advised that a representative of Berkshire Bank has the right to enter the Community Room at any time during any event or function.

How did you hear about our facility? _____