



## BERKSHIRE BANK'S COMMUNITY ROOM CONTRACT

Berkshire Bank Community Rooms were created to help our customers get more out of life. The Community Rooms are multi-functional rooms that offer a curriculum of exciting events that are of interest to the communities we serve. The Berkshire Bank Community Rooms are available by appointment.

For information on specific locations, please visit [berkshirebank.com/communityrooms](http://berkshirebank.com/communityrooms) or call 800-773-5601.

### Reservation Policies:

- I. A written application must be completed at least 2 weeks in advance.
- II. For minor groups who wish to utilize the Community Room, an adult must file the application on their behalf and adequate adult supervision must be provided.
- III. All events being held must end on time, if extra time is needed, you must contact a Berkshire Bank Representative.
- IV. Any damage to the room or its content is the sole responsibility of the signer of the contract.
- V. Notice of cancellation for all reservations must be made to a Berkshire Bank Representative 48 hours prior to the event time.
- VI. Maximum capacities of the Berkshire Bank Community Rooms vary; please reach out to a Berkshire Bank Representative for more information about specific locations.
- VII. Berkshire Bank reserves the right to deny applications for the use of our Community Room, and/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 to 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 and Massachusetts 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 trash bin.
- Berkshire Bank is not responsible for 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 contract 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 customers of Berkshire Bank or any other tenants in the building.
- 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 the 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 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 Berkshire Bank Community room, (includes the location and address of the particular Community Room).
- In case of emergency, meeting participants must exit the building immediately.
- A Berkshire Bank representative has the right to enter the Community Room at any time during any event or function.

**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 that occur to the Community Room Equipment or Premise during the course of their event. **SIGNORS** understand that they allow Berkshire Bank to use their name and mention the organizations name in any advertising or public relations communications.

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

\_\_\_\_\_

Print Name and Title: \_\_\_\_\_  
*(Required if signing for group or organization)*

Community Room Location: \_\_\_\_\_

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

Soc Sec #: \_\_\_\_\_  
*(Required for all Signors)*



**Application for Use of the Community Room**

Person or Organization using the Community Room: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Hours of use: \_\_\_\_\_  
*(Includes set up, clean up, and preparation times)*

Describe your intended use of the Community Room: \_\_\_\_\_  
\_\_\_\_\_

Do you intend to serve food? If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

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 your use of the Community Room:  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about the Berkshire Bank Community Room? \_\_\_\_\_  
\_\_\_\_\_

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

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

Print Name: \_\_\_\_\_