



## **Community Room Use Policy**

The Community Room (“the Room”) at Winchester Savings Bank (“the Bank”) is intended primarily for use by the Bank, and secondarily, as a convenience to established and recognized institutions, groups, individuals and associations (collectively, “Community Users”) with educational, cultural, or civic purposes. Use of the Community Room by a Community User does not in any way constitute an endorsement of the group’s policies, objectives, or beliefs by the Bank. The Community Room is not a public forum, and the Bank reserves the right in its sole discretion to restrict use of the Community Room for political, religious, or other purposes.

A ***Community Room Request Form*** must be submitted to the Bank’s Director of Marketing at least 3 weeks in advance of the scheduled event. An individual responsible for the event must complete and sign the application form. Receipt of an application by the Bank does not constitute approval. The applicant will be notified in writing (including by email) of the Bank’s approval or denial of the application as promptly as possible. If the application is approved, a ***Community Room Usage Agreement*** must be signed by the User at least one week prior to the date of the event. If the signed Agreement is not returned at least one week prior to the date of the event, the Bank reserves the right to cancel the reservation. The applicant may not advertise the event until the application is approved in writing by the Director of Marketing and the signed Agreement is returned to the Bank.

Applications to use the Community Room will be denied if:

- The Community Room is not available on the requested date and at the requested time, or if the applicant’s use of the Community Room on the requested date and at the requested time would interfere with the use of the Community Room by the Bank or its customers, or by another Community User.
- The applicant’s intended use of the Community Room would, as determined by the Bank in its sole discretion, interfere with the Bank’s business operations and/or customers.
- The applicant’s purpose or intended use is illegal, or if the subject matter of the proposed event includes the promotion of illegal activities or other activities that, in the determination of the Bank in its sole discretion, would reflect negatively on the Bank or negatively impact its business.



- The applicant proposes to charge a fee to those who attend the event.
- The applicant is a commercial enterprise and/or intends to use the Community Room for monetary gain.
- The event will not be adequately supervised by adults, as determined by the Bank in its sole discretion.

The foregoing is not an exhaustive list of reasons why an application to use the Community Room may be denied.

The following services are available in connection with an approved use of the Community Room:

- Tables and chairs (specific numbers and configurations available upon request)
- Podium w/microphone
- Video monitor (no computer provided)
- Restroom
- Trash Can

**Room capacity is 30 persons.** All the User's guests and invitees must vacate the Bank building within thirty (30) minutes of the scheduled end time for the event and in no event later than 10:00 p.m.

Use of the Community Room is subject to the Community User's agreement to abide by the Bank's Policies and General Rules of Use.

Inquiries and requests for an application should be e-mailed to [Community@winchestersavings.com](mailto:Community@winchestersavings.com) or mailed/delivered to the Director of Marketing at Winchester Savings Bank, 661 Main Street, Winchester, MA 01890; (781) 729-2130.



## Community Room Policies & General Rules of Use

1. The Bank's Community Room is available Monday-Friday, between 8:00 a.m. and 10:00 p.m. It is not available on weekends, even when the Bank is open for business.
2. Except for inclusion of the name and address of the Bank as a designation of location, neither the name nor any logo of the Bank may be used in any advertising or other publicity relating to use of the Community Room. The Community User may not use the Bank's address or telephone number for registration or information regarding the meeting or organization, and inquiries to the Bank concerning the event will not be forwarded to the Community User.
3. The Bank will consider applications for events that recur on a regular (e.g., monthly or quarterly) basis, provided that all such reservations remain subject to cancellation if the Community Room is needed by the Bank for its own use. In such cases, the Bank will make reasonable efforts to provide an alternative space.
4. The Bank must be notified of cancellations as soon as the Community User becomes aware that the Community Room will not be needed as scheduled. Requests for changes in dates or times must be cleared with the Bank's Director of Marketing and will be subject in all cases to availability. The failure of a Community User to notify the Bank of cancellation prior to the date and time of an event may be grounds for denial of subsequent applications for use of the Community Room.
5. **No cooking** may be done nor food served without prior written approval from the Director of Marketing. **No alcoholic beverages** may be served at any time. **No smoking** is permitted. **Burning of any materials, including sterno, incense and candles, is prohibited.**
6. Community Users must secure any necessary performance licenses and permits and agree to indemnify the Bank for any failure on their part to do so.
7. **The legal maximum capacity for the Community Room is 30 people.** The Community User is responsible for ensuring that this limit is observed at all times. Children under 13 years of age must be accompanied by an adult at all times while on Bank premises.
8. For events taking place during Bank hours, guests are asked to use on-street parking as spaces in the Bank's parking lots are reserved for and used by Bank employees and customers. The Bank reserves the right to restrict



parking in the Bank's lots and/or to require guests to move their vehicles from employee or customer parking spots. All guests must at all times observe all posted instructions and restrictions in the Bank's parking lots, including handicapped parking restrictions.

9. Access to the Community Room after Bank hours, including the exterior doors and the elevator, is provided by access card. The applicant is solely responsible for gaining access to the Room as well as prohibiting unwanted guests from gaining access to the Room. The access card will not permit the Community User to leave the exterior doors unlocked and **neither the Community User nor the Community User's guests or invitees shall at any time prop the doors open to facilitate access to the building.** During after-hours meetings, the stairwell to the 2<sup>nd</sup> floor may not be used by the Community User's guests and invitees except in emergencies. If access to the stairwell on the 2<sup>nd</sup> floor is required in an emergency, manual release of the door is available on the left side of the door (please see [Community Room Access Manual](#)). Please note that use of the manual release will trigger an alarm, which will notify the Bank's alarm company and subsequently, the Winchester Police Department.
10. **The Bank assumes no responsibility for security during events.** In case of an emergency, please call 911.
11. The vestibule of the Bank and the 2<sup>nd</sup> floor hallway are lighted during and after regular business hours. Community Users shall not turn off any lights in those areas.
12. Community Users must provide their own supplies, such as paper, pencils, and markers, and if the serving of food is permitted by the Bank, all serving utensils, plates, napkins, etc.
13. **Nothing may be affixed or mounted in any way to the walls, windows, or doors of the Community Room.** Upon request, an easel and flip chart may be provided.
14. The lobby and vestibule areas of the building are not part of the Community Room, nor may the Community User's guests or attendees use these areas to congregate.
15. There is no charge for use of the Community Room; however, the Bank reserves the right to require a security deposit from any Community User.
16. The Community Room must be left in the same condition it was in prior to the event. Tables and chairs must be returned to the places and configuration in



which they were found. All food and supplies must be removed from the premises and all trash must be disposed of in the receptacles provided by the Bank. Any trash that cannot be disposed of in such receptacles must be removed from the premises by the User.

17. Specific arrangement of tables and chairs must be requested at the time of application and approved by the Bank.
18. Events held during the Bank's business hours must be conducted in such a way as not to disturb the Bank's operations or customers. The Bank reserves the right to terminate an event in the event that the conduct of the event interferes with the Bank's operations or customers.
19. Use of audio-visual equipment must be arranged and approved at time of reservation. A computer is NOT provided; however, connections are available for a laptop (provided by the Community User) to interface with a video monitor.
20. Bank personnel will not move or rearrange equipment.
21. The Bank will not provide storage space and assumes no responsibility for equipment or personal articles belonging to Community Users or their guests/attendees.
22. **The Bank assumes no responsibility or liability for accidents or injury of anyone on the Bank premises in connection with their attendance at an event sponsored by a Community User.**
23. The Community User, by making application for use of the Community Room, accepts **liability for damage or loss to Bank property** and shall be responsible for the cost of any damage or loss incurred by the Bank by the actions of any guest or attendee of an event sponsored by the Community User, whether or not the Bank requires a security deposit in advance. A charge may be assessed for any special cleaning, repairs, or replacements made necessary by the Community User's use of the Community Room, regardless of who is responsible for the damage requiring cleaning, repair, or replacement. Whether damaged furnishings or equipment can be repaired or must be replaced shall be determined by the Bank in its sole discretion. A Community User's failure to pay a cleaning or repair charge will be grounds for denial of future applications for use of the Community Room.
24. The Bank reserves the right to limit use of the Community Room due to inclement weather or other emergencies, provided however that the Community User remains solely responsible for determining whether to hold



an event if the Bank does not limit use of the Room. The Bank will make every effort to contact the applicant using the information provided at the time of application. The Bank is not responsible for any damages or costs resulting from the cancellation of meetings due to the Bank closing for weather or other emergencies, or from the Community User's decision to hold an event despite inclement weather. In cases of inclement weather, the Bank maintains the sidewalk and parking areas during regular business hours (as long as the Bank is not closed). If conditions deteriorate during an after-hours meeting, extra care should be taken by the meeting attendees, as sidewalks and parking areas may not be cleared. The Bank is not responsible for any injuries or damages that occur on sidewalks and parking areas from accumulated snow and/or ice during after-hours meetings.

25. The Community User assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and any specific articles of compliance required by the Americans with Disabilities Act.
26. Bank personnel shall have unlimited and unrestricted access to the Community Room at all times. Please note that a 24-hour security camera is located in the Room, and the Bank retains the right to view the footage at any time and to share the footage with third parties. Neither the User nor any of the User's guests or invitees may interfere with the camera in any way. The Bank retains the right to monitor all meetings conducted on the premises, whether by camera or physically, to ensure compliance with these rules and regulations.
27. The Bank reserves the right to deny permission to use the Community Room to any Community User that violates or refuses to comply with this Policy. Failure to comply with any of these regulations shall be grounds for immediate termination of the event, removal of all guests/attendees and possible denial of future use of meeting space.

Community Room policy is determined by the Bank and is subject to review and revision at the sole discretion of the Bank. Exceptions may be made at the sole discretion of the Bank's Director of Marketing. The waiver of any of these rules or regulations on one occasion shall not be deemed a waiver of the same or any other rule or regulation on any other occasion.