

Application to Reserve Armco Credit Union's Community Room

Requestor's Name:
Organization's Name ("Applicant"):
Phone Number:
e-mail Address:
Requested Reservation Date:
Timeframe for Reservation* (ex. 1pm-3pm):
Special Requests (i.e. Microphone, Food)

General Rules for usage of the Armco Credit Union Community Room

1. Events may be held during the Mars Branch business hours of M, T, W, F 8:30am – 4pm and Thursday 8:30am – 6pm.
2. The Credit Union reserves the right to limit the use and activities of the Community Room for any reason without explanation.
3. Should you need to reserve multiple dates, please notate on your application.
 - a. Reservations may be made up to 90 days prior to your event.
4. Room must be left in an acceptable and un-littered condition, to include putting tables and chairs to the positions in which they were originally found.
5. The Credit Union welcomes the use of the Community Room for discussion of issues; however, political meetings as well as campaign or party caucuses are not permitted.
6. Microphones may be made available with advanced request.
7. Food may be served with prior approval from the Credit Union.
8. Smoking and alcoholic beverages are not permitted on the Credit Union's property.
9. Attendance may not exceed the maximum room capacity.
10. When applicable, the applicant is responsible to obtain any local licensure for an event.
11. Although unlikely, the Credit Union may cancel any event for any reason, and with little notice. Should an event need to be canceled the Credit Union will attempt to provide advanced notice when possible.
12. Applicant shall indemnify and hold harmless the Credit Union from and against all claims, suits, liability, costs and expenses, including reasonable attorneys' fees, which the Credit Union may incur related to or by reason of the entry upon the Credit Union property by Applicant, its employees, officers, consultants, agents, invitees, licensees and/or guests. This indemnity shall survive termination of this Agreement.

Signature of Applicant:

Date:

For Credit Union Use Only:

Approved By:

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