

**Claremont Savings Bank**  
PO Box 1600  
Claremont, NH 03743

Telephone: 603-690-2713 or 800-992-0316  
Contact: Carolyn Mackenzie  
E-Mail: [cmackenzie@claremontsavings.com](mailto:cmackenzie@claremontsavings.com)

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**RENTAL POLICY FOR THE CLAREMONT SAVINGS BANK COMMUNITY ROOM**

<b>Renter</b>	<b>Rental Fee</b>
Non-Profit Organizations including Town, County, and State Government	FREE
For-Profit Organization or Event	\$100.00/day Payable in advance

**\*\*Note - Claremont Savings Bank activities and meetings take priority in scheduling. The room is not intended for regular monthly or weekly meetings.**

**RENTAL ARRANGEMENTS**

**Who Can Rent The Room?**

The Claremont Savings Bank is committed to fostering financial success and economic vitality in the communities it serves and enriching the quality of life for its customers. In furtherance of this commitment, the Bank has created a community room and will allow it to be used for meetings and functions of Sullivan County non-profit agencies, civic and governmental entities, and businesses. As a general guideline, the room is not intended to be used for religious services, political rallies, or private events such as weddings, baby showers, dances, or parties. The room may be used, however, for such events as a Chamber of Commerce, a business seminar, or business trainings. The Bank will review each application on a case-by-case basis to determine the propriety of a particular use and expressly reserves the right in its sole discretion to approve or disapprove any rental application.

**Application:** You are required to complete and submit an application before your scheduled event for each meeting scheduled.

**Set-Up:** You will be responsible to arrange the tables and chairs in the community room. When scheduling your event, please include the time frame in which it will take you to arrange the room and to clean up after the event. If you have Excessive garbage, i.e.: large pizza boxes, etc. - Please remove your rubbish from the building upon departure.

**Parking:** There is **No** parking allowed in the immediate parking spaces next to the building; these are reserved for the Bank's customers during and after regular business hours. You are responsible to inform the members of your function about the parking allowances. Please see Page 3 – Parking Allowances/Map/Guide

**Reservations:** **The Community Room is available Monday - Friday 8:00 am - 5:00 pm.**

Arrangements to rent the room shall be made at least one week in advance and may not be made more than 90 days in advance. Reservations for dates are made through Carolyn Mackenzie by calling by 603-690-2713 or Toll Free at 800-992-0316 or by email @ [cmackenzie@claremontsavings.com](mailto:cmackenzie@claremontsavings.com).

**Cancellation Policy:** We require 24-hour notice of cancellation.

**Responsibility:** The leader of the group is **Required** to sign in at the receptionist desk for security purposes.

**Use of the Kitchen:** Caterers may not use the kitchen during regular business hours. Organizations must bring their own paper goods, food, and beverages. If you are having food delivered for your event, you **Must** meet the delivery person in the Entrance way to the Bank, it is not the responsibility of our receptionist to locate a member of your group to make arrangements.

Please advise your attendees that the employee lounge/kitchen is for CSB employee use Only. Renters may not use the following items in the lounge/kitchen: computer, coffee, condiments, paper goods or items in the refrigerator. There are two vending machines that your attendees may use in the kitchen.

**Use of Equipment:** An organization may use the drop down screen, podium, and wireless microphone. There is "outside" wired internet available upon request (you must bring your own cables, computer, and LCD projector). The use of a laptop computer, LCD projector, or DVD/VCR is not included. Copier Services are not available.

**Community Room Capacity:** The capacity of the Claremont Savings Bank Community Room is 100 people. The bank can provide 80 chairs and 15 tables. Tables are conference style on wheels with locking devices. The room can be arranged in classroom, theater, circular, "U" shaped, and any other format you may want. Typically the room is in a "U" shape, but please be aware that the rental parties are required to set up the room in the manner of their choice.

**Responsible for Damage:** Immediately following the rental, the room will be inspected by Claremont Savings Bank. The party renting the room will be responsible for any damages caused to the room during set up, running, and clean up of the scheduled event. In the event of damage, repair costs will be billed to the organization renting the room. Repairs will be contracted for by Claremont Savings Bank.

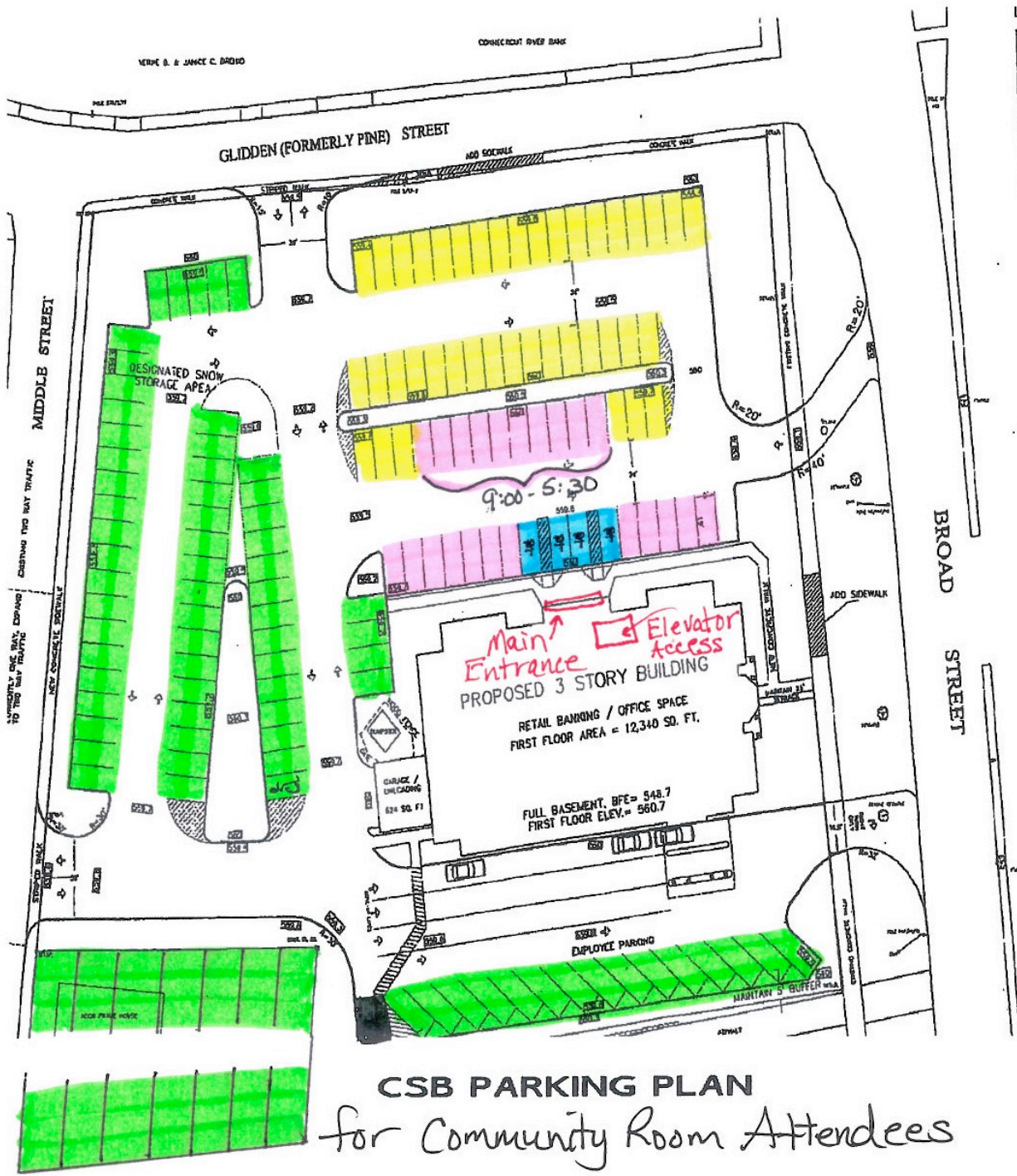
**Smoking:** Per Bank Policy - smoking is NOT permitted in Claremont Savings Bank.

**Alcohol:** Alcoholic beverages are not permitted.

## USE REGULATIONS

1. The cleanup of the room of personal items will be the responsibility of the party signing the rental agreement. The clean up must be completed at the conclusion of the event. Cleanup includes picking up the room of personal items, removing excessive trash from the building, removing food items, wiping down all tables and counters if necessary.
2. No signs, notices, streamers, posters, decorations, or other items of any form or kind are to be attached to the walls, doors, woodwork, floors, screens, ceiling, or light fixtures. **The use of any type of tape, tacks, nails, screws, or other similar items is not permitted on the walls.**
3. No candle or open flames are permitted in the Community Room.
4. All lights in the community room should be turned off at the end of your rental. Make sure dimmer switches are "clicked off."
5. Entrance and exit is from the Glidden Street entrance by way of the elevator. All other exits will be locked and alarms may be set.
6. The Community Room is **Not** intended for use by children under the age of 18 unless prior authorization has been granted.

- Blue - Handicapped Parking
- Pink - No Parking - for CSB Customers Only
- Yellow - Community Room Attendee Parking
- Green - CSB Employee Parking during Regular business hours - 8:00AM - 5:30 pm



**CSB PARKING PLAN**  
for Community Room Attendees