

Claremont Savings Bank
85 Main St.
Springfield, VT 05156

Telephone: 802-885-2214
Contact: Nicole Picard
E-Mail: npicard@claremontsavings.com

RENTAL POLICY FOR THE CLAREMONT SAVINGS BANK COMMUNITY ROOM

Renter	Rental Fee
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

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 to meet your meetings needs. Tables and chairs must be returned to the position you found them when your meeting is over. 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: For meetings during banking hours 9:30am to 5:30pm use of the bank's parking lot is not allowed. You must use public parking on the street or in the municipal lot. If your meeting starts after 5:30 than you may use the banks parking lot as well as public parking.

Reservations: **The Community Room is available Mon. – Fri. 9:30 am – 9:00 pm.** As stated under set up clean up time must be included in the 9pm curfew. Meaning renter must be out and the community room armed by 9:00 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. Each meeting must be reserved individually meaning reoccurring meetings are not allowed. You must contact and reserve for each meeting. Reservations for dates are made through Branch Manager, Nicole Picard by email @ npicard@claremontsavings.com or calling 802-885-2214.

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

Responsibility: The leader of the group is **required** to check in at the branch teller line during regular business hours for security purposes. If your meeting is taking place after-hours, you are responsible for the unlocking and unarming of the space as well as the relocking and relocking of the space. You are also responsible for the behavior of your guests in regards to the bank property and all equipment there in it.

Use of the Kitchen: Renters are allowed to use the kitchen for their events. Organizations must bring their own paper goods, food, and beverages. It is expected that renters will clean any kitchen messes that they may make. If you are having food delivered for your event, you **Must** meet the delivery person at the community room exterior door.

Renters are not to use any of the bank's supplies in the kitchen but they can use the equipment for example coffee maker, microwave, fridge, etc. Please do not leave any food or beverages in the fridge or at the bank. All such edibles must be taken off the premise with you.

Use of Equipment: An organization may use the drop down screen. (you must bring your own cables, computer, and LCD projector). The use of a laptop computer, LCD projector, television, or DVD/VCR is not included. Copier Services are not available.

Community Room Capacity: The capacity of the Claremont Savings Bank Community Room is 25 people. There are tables and seating available for 25 people that can be arranged in any pattern the group needs. Provided they are returned to their original position at the conclusion of the meeting.

Responsible for Damage: The following morning 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.

Security: If you should accidentally set off an alarm you should go out to the city sidewalk to meet police. They will instruct you what to do from there. All other security procedures will be posted in the room in clear view.

Smoking: Per Bank Policy - smoking is NOT permitted at Claremont Savings Bank interior or exterior.

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. All doors need to be closed as well for security.
5. Entrance and exit is from the building side entrance. All other exits are alarmed and to only be used for emergency. You will set alarm system off if you use them so please only use for emergencies.
6. The Community Room is ***not*** intended for use by children under the age of 18 unless prior authorization has been granted. It is space for adults to hold meetings.

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 Windsor 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.