

## **COMMUNITY ROOM GUIDELINES**

- We will support and invest in programs, organizations, and initiatives that contribute to the strength and vitality of the communities we serve including:

- Economic and business development
- Financial literacy and public education
- Community health and welfare
- Cultural arts
- Environment
- Goodwill

- The room will be available on a first come-first served basis. CSB events/meetings will always take precedence and building tenants will take second priority, which may mean that an outside group may be moved to a different date if other arrangements cannot be made.

- The Community Room will be available Monday-Friday and will have limited availability on Saturdays.

- If use of the room occurs after the bank's regular business hours, a fee may apply.

- The Community Room will be available for CSB customers, other businesses and non-profits to use that fit the above-mentioned criteria. The room will not be available to the following:

- An organization/event that is of a controversial nature including those that practice discrimination by race, gender, religion, age, sexual preference or national origin
- Political candidates, parties, or organizations

- The group using the Community Room is responsible for cleaning up any materials/food/etc. brought in for the meeting.

- The organization requesting the room must complete the 'Community Room Request Form' (attached) for each use, and submit it to Citizens State Bank, Attention Deb Flettre or Alina Veenendall. After approval has been made, a contract will be sent to the requestor.

- All decisions to use the room will be made by Citizens State Bank and are final.

### **Room Accommodations**

- The Community Room will hold 50 people in a classroom style setting. There are 75 chairs available, otherwise.

- There is internet access and an overhead projector available. Guests will need to provide their own laptop. There is also the ability to show videos and DVD's.

- CSB will not provide:

- Easels
- Markers
- Computers
- Food/beverages
- Paper supplies or utensils (except napkins- we will provide CSB napkins)

**COMMUNITY ROOM REQUEST FORM**

*In order to give your request prompt attention, please complete the form, and return it as soon as possible. Please fax to 715-381-1592 Attention Deb Flettre or Alina Veenendall.*

Today's Date: \_\_\_\_\_

Organization requesting use of room: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date requested for use of room: \_\_\_\_\_

What is the nature of the organization/ reason for meeting? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need:

Internet Access:      YES      NO

Overhead Projector: YES      NO

DVD/Video Player: YES      NO

Are you a CSB Customer?      YES      NO

If yes, who is your main contact at the bank? \_\_\_\_\_

Please list any bank employees who are involved in the organization:

\_\_\_\_\_  
\_\_\_\_\_

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*You will be contacted within one week from the time we receive your request*