

Claremont Savings Bank

PO Box 1600

Claremont, NH 03743

Telephone: 603-690-2690 or 800-992-0316

Contact: Michelle Dole

E-Mail: CommunityRoots@claremontsavings.bank

RENTAL POLICY FOR THE CLAREMONT SAVINGS BANK ROOM RENTAL

Renter	Rental Fee
Non-Profit Organizations including Town, County, and State Government	FREE
For-Profit Organization or Event *Payable in advance	\$100.00/day – Community Room \$35.00/day – Training Room

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

RENTAL POLICY**Who Can Rent the Room?**

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. To honor this commitment, the Bank will allow rooms 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 rooms may be used, however, for such events as Chamber of Commerce meetings, a business seminar, or business trainings. The Bank will review each application on a case-by-case basis to determine the intended use and expressly reserves the right in its sole discretion to approve or disapprove any rental application.

Reservations: The Rooms are available Monday, Wednesday, Thursday, and Friday 9:00 am – 5:00 pm. (Please note that the rooms are not available on Tuesdays or in the month of December due to in-house needs.) Applications to rent the rooms shall be submitted at least one week in advance and may not be made more than 90 days in advance. Reservations for dates are made via the online application on our website. You are required to complete and submit an online application before your scheduled event for each meeting scheduled.

Please reach out to Michelle Dole with any questions:

PH:603-690-2690 or Toll Free at 800-992-0316

EM: mdole@claremontsavings.bank

Set-Up: You will be responsible to arrange the tables and chairs in the rooms. 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. 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. You are responsible to inform the members of your function about the parking allowances. For Community/Training Room events, we have allocated 30 parking spaces. If the designated parking spaces for the event are filled, we ask that attendees utilize Claremont's public parking. Please see Page 3 – Parking Allowances/Map/Guide

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. The receptionist will provide the group leader with a check sheet and unlock the elevator for access once you are properly signed in. The check sheet needs to be filled out and returned to the receptionist at the end of your event when you sign your group back out.

Supplies: Organizations must bring their own presentation supplies, paper goods, food, and beverages. If you are having food delivered for your event, you **must** meet the delivery person in the entryway to the Bank; it is not the responsibility of our receptionist to locate a member of your group to coordinate this.

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

Use of Equipment: An organization may use the dropdown 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.

Room Capacity: The Claremont Savings Bank Community Room is available for up to 50 attendees; the Training room is available for groups of 15 or less. Tables are conference style on wheels with locking devices. Typically, the rooms are set-up in a U-shape, please be aware that the rental parties are required to set up the room in the manner of their choice and return it to the original set up.

Responsible for Damage: Immediately following the rental, Claremont Savings Bank will inspect the room. The party renting the room will be responsible for any damage caused to the room during set up, running, and cleanup 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: Smoking is not permitted.

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 cleanup must be completed at the conclusion of the event. Cleanup includes picking up personal items, removing trash from the building, removing food items, and 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 candles or open flames are permitted in the Community Room.
4. All lights in the rooms should be turned off at the end of your rental. Make sure dimmer switches are "clicked off."

5. Entrance and exit are from the Glidden Street entrance by way of the elevator. All other exits will be locked, and alarms may be set.
6. The rooms are **not** intended for use by children under the age of 18 unless prior authorization has been granted.

Thank you for following these guidelines so we can continue to offer this service to our community.

Michelle Dole (603)690-2690

Lori Ward (603)690-2814





RENTAL CHECKLIST

RECEPTION: The following group has been approved to use the _____ room
on _____ from _____ to _____.

Name of group leader: _____ Ph# _____

Organization: _____

Please provide this checklist to the renter and make sure they are signed in before unlocking elevator access.

GROUP LEADER:

- 1) Please sign reception log to acknowledge you have read and will follow the rental agreement.
- 2) Please **utilize this check list and return to reception** when you sign out of the room.

THANK YOU for assisting in following these rules so that we can continue to offer this service to our community. Please contact Michelle Dole with any questions. 603.690.2690

	I have advised my group of the allowable parking areas.
	I have read and understand the rental agreement.
	I have signed in with reception.
	I have placed the room furnishings back to the arrangement they were in when I arrived.
	I have removed all of my rubbish from the premises.
	Lights are off.
	I have returned my badge and signed out with reception, confirming all members have left and elevator can be secured.

Printed Name

Signature

Date

RECEPTION: Once Group leader has been signed out and returned the check list, advise facilities so that an inspection may be completed.

FACILITIES: Complete inspection and note any issues. Return form to Rental Chair. Thank you!

ISSUES:

CSB Parking Map

Customer Parking

Handicap Parking

Reserved Employee Parking

Rental Parking/Community Parking

Broad Street
Park Gazebo

