

Reservations for use are not confirmed until notice of application approval is received from Oregon State Credit Union.

Policies and rules for use of the Oregon State Credit Union Community Room are subject to change.

Oregon State Credit Union Community Room Use Policy and Guidelines Agreement

The purpose of our Community Room is to provide local businesses, organizations and government agencies with a space for meetings. Oregon State Credit Union provides this facility free of charge (a refundable deposit will be required in advance) and expects that users will treat the building and its furnishings with care and respect. The condition of the facility will be checked by Oregon State Credit Union employees prior to and following each event. Misuse will be recorded, and further use will be prohibited for any group disrespecting Oregon State Credit Union property. The entity using the facility will be held liable for any damage to the property, building or furnishings. If, upon entering or during use of the building, you find any offending conditions, faulty systems or damaged furnishings, please include a note bringing it to our attention when you return the key card.

Each request for use of the community meeting facility will be reviewed on a case-by-case basis. Use of the community meeting facilities is offered as a courtesy, and Oregon State Credit Union reserves the absolute right to reject or approve requests and cancel any reservation for any reason. The community meeting facility is not a public forum. Oregon State Credit Union does not reject a request based on any protected class status (race, gender, religion, etc.).

Disclaimer

Use of the Oregon State Credit Union Community Room neither constitutes nor implies an endorsement by the credit union. Oregon State Credit Union neither approves nor disapproves of any viewpoint expressed by the users of the meeting rooms, nor does it make any representation as to the accuracy of the information. Oregon State Credit Union assumes no liability for any information, materials or the quality/safety of any goods or services which may be the subject of meetings. Oregon State Credit Union also assumes no responsibility for personal belongings or loss of personal property due to fire, theft, abuse, misuse or force majeure. The liability agreement included within the agreement for use of this space must be signed by an authorized representative of the group before access to the space will be granted.

Restrictions (additional restrictions may be imposed as needed at the discretion of Oregon State Credit Union)

1. Individuals/groups may reserve the Oregon State Credit Union Community Room no more than once each month.
2. The meeting space may be scheduled no more than three (3) months in advance. Reservations for a series of meetings (which would designate the location as a regular meeting place) are not permitted. The community meeting facilities are not intended to be used as a primary location for regular meetings of any particular group. The allowance of repeated reservations by a particular group shall not constitute the formation of any ongoing promise or agreement by Oregon State Credit Union to allow use of the community meeting facilities.
3. The Oregon State Credit Union Community Room may not be used for private purposes (e.g., parties, weddings, showers, funerals, family reunions).
4. The Oregon State Credit Union Community Room may not be used for commercial, for-profit or fundraising activities. Sales or collection of fees for participation is prohibited. The exchange of money for goods or services is prohibited.
5. Meetings may not be open to the public and may not be advertised as such. For the safety and security of Oregon State Credit Union employees and attendees of events at the community meeting facilities, events held in the Oregon State Credit Union Community Room shall not be held open to the general public. Groups reserving the Oregon State Credit Union Community Room shall ensure that attendance at events is by invitation only and that no members of the general public enter the facilities.
6. Groups are only allowed facility access during the reserved time period. Others may have reserved the facility prior to or shortly after.

While in the building, please note:

1. Entrance doors to the building (foyer entrance doors) automatically lock when closed. **Do not prop the foyer entrance doors open.** The foyer entrance doors must be monitored to provide meeting attendees access. It is the responsibility of those using the facility to ensure that no unauthorized persons enter the building.
2. Doors accessible for Community Room users are limited to the following:
 - Foyer entrance
 - Meeting room entrances
 - Kitchenette
 - Restrooms
 - Emergency exits (to be used only in the event of an emergency — will activate alarms)

All other doors in the facility — including those accessing the courtyard outside of the meeting rooms — will activate security alarms if opened.

3. Community Room users may not access/use the courtyard area outside of the Community Room.
4. Climate controls (heating and air conditioning) are preset and cannot be adjusted by users.
5. Lighting controls in the Community Room are located near the entrance doors on each side of the room. They offer some dimming capabilities.
6. No tobacco use, e-cigs or marijuana is allowed anywhere on the premises (to include the exterior premises of the building).
7. No illegal activities are allowed anywhere on the premises (to include the exterior premises of the building).
8. No lit candles or open flames¹ are permitted inside the building.
9. Nothing is to be affixed to any surface of the Community Room.
10. Animals (other than service animals) are not allowed inside the building.
11. Use of the facility and equipment is self-service, and Oregon State Credit Union staff are not available to help with equipment or furniture set-up or take-down.
12. Tables and chairs are available for you to set up as you wish.
13. After use, users must return room to the original set-up.
14. Community Room users have access to a kitchenette adjacent to the Community Room (limited to use of counters, sink, refrigerator, ice maker and trash receptacles), but there are no facilities for food preparation. Users are responsible for clean-up of the kitchenette before leaving.
15. Alcoholic beverages are strictly prohibited.
16. Food permitted on site is limited to light refreshments that are already prepared. No cooking, reheating or open flames¹ are allowed. Users must supply their own food products, beverages, paper goods and service-ware. All food, beverage and service items must be removed at the conclusion of the event.
17. Community Room users are not to set up any equipment or displays in the lobby area, and food and/or beverages may not be served in the lobby area.
18. If an event is to be catered, the arrangements with the caterer are the responsibility of the sponsoring group using the Community Room, and the sponsoring group is responsible for ensuring that the caterer adheres to all the policies, rules and guidelines established for use of the facility.
19. All equipment and materials brought on site must be removed at the conclusion of the event. There is no storage space available on site.
20. Excessive noise is not permitted.
21. No hazardous materials are allowed on the property or in the building. Use of hazardous or dangerous materials is not permitted.
22. In the event of an emergency, the building must be evacuated immediately.

¹Professional caterers may use NSF certified chafing fuels/devices (e.g., Sterno) for chafing dishes designed to use these fuels safely. The fuel must have a limited burn time of two hours or less; the wick must provide a narrow, steady upward flame; and the fuel container must remain cool to the touch.

Access:

1. It is the user's responsibility to pick up a pouch containing a key card and instructions during Oregon State Credit Union business hours (weekdays, 9 a.m. to 5:30 p.m.); delivery of the pouch is not available. The name of the responsible party designated to pick up the pouch must be provided to the credit union in advance (ID may be requested at time of pick-up,) and the party picking up the pouch will be required to sign a document taking responsibility for the pouch and all contents.
2. Users will be held liable for any damage to the building or furnishings or for non-return of the key card.
3. Ample parking is available on site.

Technology and Equipment:

1. Large projection screens are available for use (two in full Community Room or one each in half Community Room space).
2. Projection equipment is not provided. Users may bring in their own computer devices and projection equipment. Power is only accessible from wall outlets, and users may find it necessary to bring extension cords.
3. Positioning of the window shades must be set in advance by Oregon State Credit Union staff and cannot be adjusted by Community Room users.
4. Secure Wi-Fi access is not provided. Users may set up their own Wi-Fi hotspot.
5. Tables and chairs are available for use. Users must handle their own set-up and return all furniture to original set-up.

After your meeting:

User shall assume responsibility for cleaning up and for any damage to Oregon State Credit Union property or facilities. No food or other items may be left in the meeting rooms or kitchenette. Trash or recyclables that do not fit into provided receptacles must be removed by the user. Failure to adequately clean the facilities may result in charges for cleaning and rejection of future requests to reserve the facilities.