



## Center Use Agreement

The Community Learning Center, located at 67 Laconia Road in Tilton NH 03276, is a multi-functional room that may be utilized by non-profit organizations for meetings, seminars and other social gatherings. The Community Learning Center is available Monday through Friday between the hours of 8:30 am and 9:00 pm, and Saturdays by appointment.

### **Community Learning Center Features:**

One 70 Inch Flat Display Screen  
Free Parking  
Use of a Keurig Coffee Machine  
Seating Accommodations for 37 People  
Dry Erase Board

Additional information, including pictures, is available at [www.fsbnh.bank](http://www.fsbnh.bank)

### **Contact**

Dawn Beers  
934-8358 / [Dawn.Beers@fsbnh.bank](mailto:Dawn.Beers@fsbnh.bank)  
or Taylor D'Italia  
934-8323 / [Taylor.Ditalia@fsbnh.bank](mailto:Taylor.Ditalia@fsbnh.bank)

### **Community Learning Center Policies:**

- A written application for use of the Community Learning Center must accompany any request to use the space.
- Parking will only be allowed in the designated parking spaces in the Franklin Savings Bank parking lot. Designated spaces are those in the center and far ends of the parking lot. Parking in spaces adjacent to the building and walkways is NOT permitted as these are designated for use by the other two entities in the building. The only exception is for individuals using the Community Learning Center who require and are certified to use handicap parking. ***The undersigned of this agreement is responsible for communicating parking policies to event attendees.***
- An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided at all times the room is in use.
- Contents belonging to Franklin Savings Bank will not be removed from the Community Learning Center.
- The Community Learning Center is not to serve in place of a storefront or as a means to produce income for private individuals.
- No fee is charged for use of the Community Learning Center; however, a \$100 refundable deposit is required for use of the 70" flat screen.
- Individuals using the Community Learning Center must immediately comply with any request from Franklin Savings Bank to vacate the premises.
- If an event does not end in a timely manner, resulting in a late start for the next booked reservation period or late closing, a fee of \$100.00 will be charged and withheld from the deposit, if applicable.
- A charge will be assessed for any vandalism, abuse of equipment, damage of property or if the room is not clean after use. This charge may be withheld from the deposit.
- If any damage results from the use, act or neglect of applicant and/or the organization the applicant represents and/or their agents, employees, customers, invitees, or licensees, Franklin Savings Bank, at its option may, repair, remediate or replace such damage, and

applicant and/or the organization applicant represents shall immediately pay to Franklin Savings Bank the total cost of such repair.

- Use of the Community Learning Center is at the sole discretion of Franklin Savings Bank. In the case of multiple reservations, subsequent reservations and contracts may be cancelled by Franklin Savings Bank at any time.
- Individuals and/or organizations requesting use of the Community Learning Center will provide a notice of cancellation of a reservation and contract, for any reason, as far in advance as possible, but not less than 48 hours in advance.
- Maximum capacity of the Community Learning Center is 63.
- Franklin Savings Bank reserves the right to deny applications for use of the Community Learning Center, or cancel a reservation and contract which has been made, for any reason at any time. Use of the Community Learning Center is at the sole discretion of Franklin Savings Bank.

**Guidelines:**

- Admission to any event or function held in the Community Learning Center may be charged only with the permission/approval of Franklin Savings Bank.
- Organization agrees to provide ten minutes at the beginning of any meeting or event for attendees to hear about Franklin Savings Bank and any special offerings that may be offered to individuals using the Community Learning Center.
- Individuals, groups or organizations using the Community Learning Center are required to provide evidence of liability insurance coverage for their event or function in the form of a Certificate of Insurance naming Franklin Savings Bank as an additional insured.
- Individuals applying for use of the Community Learning Center in their own name or on behalf of any group or organization may be subject to a background check in Franklin Savings Bank's sole discretion, and by signing this document hereby consent to the same.
- Items may be sold only with the permission/approval of Franklin Savings Bank, and NO soliciting is allowed.
- Smoking or illegal activities are not allowed. Alcoholic beverages are strictly prohibited. The burning of any items, including candles or incense is prohibited.
- The Community Learning Center must be left in a clean, orderly condition and debris collected and prepared for trash pick-up at the end of each event.
- Franklin Savings Bank is not responsible for equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Community Learning Center.
- The individual or organization will be responsible for any damage to the Community Learning Center equipment or premises. Such damage shall be reported promptly to the Community Relations Officer or Tilton Office Branch Manager who will arrange for professional repairs or cleaning, the cost of which will be paid by the individual or organization.
- While the Bank does allow third party access to the Community Room's 70 inch flat screen monitor, the individual or organization must provide their own technical expertise if they utilize the technology provided by Franklin Savings Bank. FSB's IT Department will not be available to help with any technical issues that may arise.
- Nothing, including decorations, will be hung, taped, stapled, or otherwise affixed to the Community Learning Center walls, doors, windows, floors or ceilings, without prior approval of Franklin Savings Bank.
- The volume of oral presentations, discussions, video presentations, telephone or video conferences, or music in the Community Learning Center during any function or event, especially where amplified in any manner, must be controlled to an appropriate level that will not disturb patrons of Franklin Savings Bank or the Lakes Region Tourism Association.
- Access to Bank-owned laptops, tablets and personal computers will not be permitted for

digital media and electronic presentations. However, third party laptops may be connected to the Community Learning Center's 70 inch flat screen monitor via the provided VGA interface for content being presented to larger groups.

- The content of all media to be shown, displayed or broadcast on any equipment in the Community Learning Center is subject to prior review and approval by Franklin Savings Bank. Franklin Savings Bank reserves the right to reject any content and not allow the presentation for any reason.
- In all advertising and press releases it must be made clear that the sponsoring individual or organization should be contacted directly for information regarding the program, and the contact name and telephone must be provided.
- A statement of sponsorship must appear in all advertising and press releases using the following phrase: *This program is sponsored by (organization's name) and will be held in the Franklin Savings Bank Community Learning Center, 67 Laconia Rd, Tilton, NH 03276.*
- In case of emergency, meeting participants must exit the building immediately. Emergency responders should be notified as soon as it is safe to do so. Additionally, the Branch Manager of the Tilton Office must also be notified.

**SIGNORS** agree to make sure the Community Learning Center door is locked and if applicable, the alarm for the community room is set when the activity is complete.

**SIGNORS** assume all supervisory responsibilities for all persons present at the facility during the hours of use.

**SIGNORS** agree that they or the organization they are representing will not violate any Federal, State or local laws in conjunction with the use of the Community Learning Center.

**SIGNORS**, by their signatures, agree to indemnify and hold Franklin Savings Bank harmless from any loss or damage that may arise during the use and occupancy of the Community Learning Center.

**SIGNORS** understand that they allow us to use their name and mention of their organization in any advertising or public relations communications.

**Non-Assignability:** The rights pursuant to this agreement are personal to the applicant and/or the organization applicant represents. Any attempt by applicant and/or the organization applicant represents to transfer, assign, or sublet rights under this agreement shall be null and void.

Name of Individual, Group or Organization using the Community Learning Center:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print name and title: \_\_\_\_\_

(If signing for a group or organization)

e-Mail address: \_\_\_\_\_

Requested Room Use for: (Organization's Name) \_\_\_\_\_

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

In addition to the above-named, the following individual(s) are authorized to receive a temporary security code to enter the building on behalf of our organization:

\_\_\_\_\_

If applicable, please make checks payable to: *Franklin Savings Bank*  
Send completed contract to: *Franklin Savings Bank Community Learning Center, 387 Central Street, PO Box 339, Franklin, NH 03235, attention: Dawn Beers.*

8/28/18

