

I hereby certify that I am an authorized representative of the group and a customer of Plains Commerce Bank or approved non-profit group looking to use the facilities and that I personally, on behalf of said group, accept responsibility for any damages to said facility. I also certify that I have read and will follow the rules and regulations on the use of the facility.

Dated this _____ day of _____

Name: _____

Group Name: _____

Telephone: _____

Email: _____

Address: _____

Date Requesting: _____

Time of access needed to room: _____ am pm - _____ am pm

Purpose: _____

Signature: _____

Office Use: Scheduled

Community Room Exit Checklist

Thank you so much for utilizing our Plains Commerce Bank Community Room. In efforts to maintain the room and keep the \$0 rental fee, we ask a few housekeeping items before you leave.

Please complete the exit checklist and upon completion, leave a signed copy of it on the counter when you leave.

Before leaving:

- Wipe down all surfaces (countertops, tables, chair arms).
- Be sure everything is out of the refrigerator.
- Vacuum: entry rugs, community room carpet and areas around bathrooms.
- Remove any smudges from the entry/exit doors & windows - use microfiber cloth
- Take out garbage and replace garbage bags.
- Put room back in same arrangement as when you arrived.

Cleaning supplies can be found in the top drawer to the right of the sink and the vacuum is in the closet to the right of the screen.

Thank you so much, we look forward to hosting you again.

Signed: _____

Rules & Regulations for use of Plains Commerce Bank Community Room

The facility may be reserved for the following:

- Any individual for weddings, showers, birthdays, anniversaries, family gatherings, graduations, etc.
- Any non-profit or community-related entity for purposes such as public meetings, membership meetings, informational meetings etc.

The facility may only be reserved for one date at a time unless specifically approved by the Plains Commerce Bank Community Room Coordinator.

All youth groups requesting use of the community room shall list the name of the adult sponsor who shall manage the group and who will be present during their use of the facility.

- Alcohol and tobacco use are not allowed in the facility or on the premises at any time.
- Please do not use tape on the walls as there is a tendency for the paint to peel off.
- Please avoid serving colored punches or beverages (particularly red) that may stain the carpet.
- Activities that may cause excessive wear on floor surfaces will be prohibited.
- Please do not adjust the thermostat.

Please leave the room in a clean and orderly condition. Put all tables and chairs back in original set up, unless otherwise requested. Make sure all refuse is picked up and disposed of. The dumpster is found around the corner of the community room at the southeast corner of the parking lot.

When you leave, please turn off all the lights, make sure the doors are locked and the coffee maker is unplugged.

Maximum Capacity: 75 people.

In case of an emergency, please contact our community room contact email and someone will get back to you as soon as possible, 900SBurr@plainscommerce.com. Please report any other problems or concerns during business hours Monday through Friday between 8:00 a.m. and 4:30 p.m. at 996-1102.

The person who signed the facility use agreement is responsible for the condition of the community room. Failure to comply with the above rules and regulations will be grounds for denying the group's future requests to use the facility. Plains Commerce Bank is pleased to be able to offer our facility for community use, and we appreciate your assistance in helping us maintain our facility.

We, the undersigned member, do hereby acknowledge that we have been authorized to use the community room at Plains Commerce Bank for a special event. We further recognize that this may include the use of the kitchen in the community room and the restrooms.

We hereby agree that we will be responsible for the use of the facility. We agree to be responsible for any damages that result from our use and to repair any damages caused by our negligent use of said facility and equipment. We further agree to hold Plains Commerce Bank harmless from all claims, either by us or those who take part in the use of the facility or Bank owned equipment.