

## Community Room Guidelines: Reserving & Managing Events

Updated March 27, 2023


### Overview

Advia Credit Union’s headquarters, located at 6400 West Main Street in Kalamazoo, MI features three unique community room meeting spaces designed to house small and large meetings and events. This document is intended to help those reserving these spaces understand various uses and responsibilities associated with each room.



### Community Room Design & Suggested Uses

Consideration	Large Community Room (C169)	Small Community Room (W105)	Small Community Room (W106)
Availability Schedule	Mon-Fri; 9AM – 5PM ET Saturday; 9AM – 12PM ET	Mon-Fri; 9AM – 5PM ET Saturday; 9AM – 12PM ET	Mon-Fri; 9AM – 5PM ET Saturday; 9AM – 12PM ET
Recommended Purpose	Large meetings; social gatherings with 25+ attendees	Small meetings; small social gatherings	Small meetings; instructional/classroom style
Seating Maximum	120	12 (up to 28 if combined with W106)	16 (up to 28 if combined with W105)
Seating Style	17 @ 5' Round tables (7 per table)	Casual; conversational seating style (couches, soft seating)	8 @ 6'x2' front facing tables – seating may be configured into classroom, U-shaped or otherwise (to be restored to original position following use)
Technology Available	Large Screen Projector; can show a presentation, PPT, etc.; not available for Microsoft Teams	60" TV (can be duplicate feed as shown in W106); no camera for full room; not available for Microsoft Teams	60" TV; (can be duplicate feed as shown in W105); no camera for full room; not available for Microsoft Teams
Additional Features	Podium	Removable room divider (may be expanded to combine with room W106)	Removable room divider (may be expanded to combine with room W105)

Catering Allowed	Yes	Yes	Yes
Parking	<p>Approximately 50 available parking spaces in front of building; overflow parking available behind building. Of note – in some cases, we may ask visitors to utilize parking behind the building even in cases not related to overflow.</p> 		

## Community Room Space Use Policy

Advia Credit Union is excited to share our community room spaces as an example of providing financial advantages for our members and the communities we serve. We've established the following policies and procedures to help guide those looking to rent one of our available spaces.

Please note – Advia Credit Union reserves the right to cancel reservations at any time. We will notify you in these rare cases so you may make alternative arrangements. If your organization wishes to cancel a meeting planned at our facility, please let us know at least two (2) business days prior to the scheduled meeting date.

## Reserving a Community Room

Reservations may be directed to our Marketing Department by e-mailing [community@adviacu.org](mailto:community@adviacu.org). Additional documentation must also be completed. We will work to provide a response to your request within three (3) business

days. To provide flexibility for our community room use, requests for reservations must be made at least 4 weeks prior to the event.

Rooms are available to groups Monday through Friday from 9AM to 5PM ET and on Saturdays from 9AM to 12PM ET. Organizations are eligible to use available community rooms up to six (6) times within the calendar year. Rooms will be available and reserved on a first come, first served basis, except in instances that an Advia Credit Union meeting conflicts with a reserved date. No long-term or month-to-month agreements for rooms will be made.

We may request that you visit Advia and meet with a member of our team before the date of your meeting. The purpose of this meeting is to ensure the room requested will meet your needs and provides you an opportunity to inspect the room requested. Furthermore, a representative from your organization must remain on site during the designated meeting times.

On the day of your meeting, a representative may be asked to arrive at least thirty (30) minutes prior to the meeting start date. Also, please allow time to clean up the room after your meeting, as rooms must be left in the same arrangement and condition in which they were found.

## **Administrative Services**

Advia Credit Union does not provide copying, faxing or other administrative services.

## **Alcohol and Tobacco**

Alcoholic beverages may not be possessed, served, or consumed on premise, unless special permission is granted. Advia Credit Union and our campus/property is a smoke-free environment. Tobacco and vaping device uses are not permitted.

## **Audio/visual**

We may be able to provide limited technical support in the initial set up of audio/visual equipment if arranged prior to the day of your meeting. You are welcome to visit our facility within the week leading up to your event to test equipment (please call us to plan).

## **Damage**

Your organization is financially responsible for any damages caused to our facility or grounds.

## **Decorations**

Decorations may only be added with prior written permission by Advia Credit Union. The following items, or similar items, are not permitted within Advia Credit Union's premises: open flames, hanging lights, confetti, smoke machines, glitter, and sparklers. Furthermore, we do not allow items on walls such as tape, nails, thumb tacks, putty, or any other item that may affect the appearance of the wall when removed. If you have an item you're questioning, please inquire with us prior to your meeting.

## **Deliveries**

Deliveries for meetings may only be made on the date of the scheduled meeting and a member of your organization must be present to accept delivery. Advia Credit Union staff will not accept deliveries, and your organization is responsible for any vendors it employs for the meeting.

## **Food and Beverages**

You may have your meeting catered or bring in food and beverages yourself. Please bring all items you'll need to support your food and beverage needs (e.g., serving platters, bowls, plates, utensils, cups, etc.).

## Insurance

Advia Credit Union may, depending on meeting details and number of attendees, require that the organization obtain a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and name Advia Credit Union as “Additional Insured” and “Loss Payee.” Organizations agree to indemnify and hold harmless Advia Credit Union against personal loss, damage, claim or liability of any kind whatsoever occurring to person or property and arising out of the organization’s use of Advia Credit Union’s facilities.

## Live Animals

Other than service animals, live animals are not permitted.

## Mailings & Media

Any public announcements, external media invited to attend the event, or advertised announcements planned in accordance with your event must be approved by the Marketing Department of Advia Credit Union prior to release.

## Noise

Noise and activity levels must be controlled and not interfere with Advia Credit Union operations or local ordinances.

## Room Set Up

Our community rooms require continued placement of tables and chairs and other furniture already within the space. We are not able to accommodate gatherings that require an open space without furniture.

## Safety and Security

For the greatest level of safety and security, organizers and attendees of your event must sign in at our front desk. Also, children must always be under the care and supervision of adults who are participating in your meeting.

## Use of Rooms

Typical use of our community rooms may include, but is not limited to:

- Strategic planning and training retreats
- Lectures, panel, or small group presentations

We do not approve requests for meetings such as (and always reserve the right to decline requests):

- Fundraising events or events in which admission is charged, or where products are sold or auctioned
- Partisan group meetings or sessions designed to promote a partisan purpose
- Private or family events such as weddings, graduation parties, anniversaries, birthdays, etc.
- Other events that misalign with Advia’s social mission

## Usage Fee

For usage and cleaning, a nominal charge may apply: \$150/member, \$300/nonmember for our small community rooms and \$250/member, \$500/nonmember for our large community room.

## Weapons

Unless carried by a law enforcement officer, weapons of any kind – concealed or openly carried – are not permitted on Advia’s property.

## Weather

In case of inclement weather conditions, please notify us as soon as possible if you choose to cancel your event. If we choose to close our branch/building due to inclement weather, we will notify you as soon as we are able. You are always encouraged to call ahead in case of any questions or concerns.