

## Coast360 Community Room Rules

The Community Room is available for use by bona fide non-profit or civic organizations which provide benefit to the greater community of Guam and for which such use will not negatively impact the character and reputation of Coast360. Coast360 reserves the right to refuse access to or limit access of its Community Room to any group for any reason.

The Community Room rules are as follows:

- The Community Room is available on a first come first serve basis. Advance reservations are required.
- Organizations may be required to verify their non-profit status by providing a copy of their government issued non-profit certification or other proof of their organization's status.
- Reservations are limited to no more that **once** per month.
- Use of the Community Room is restricted to the sole purpose of the organization's meetings. The Community Room may not be used as a venue for fund raising events, membership drives, receptions, parties, and/or other such events, conferences or workshops, outreach programs, and/or any other such activity without the express written consent of Coast360 in advance. The Community Room can not be used for any illegal or illicit activities.
- The Community Room's hours of operation are from 8:00 AM to 6:00 PM on Mondays to Fridays and from 9:00 AM to 1:00 PM on Saturdays. The Community Room is closed on Coast360 holidays and non-work days.
- Coast360 reserves the right to enter the Community Room while a meeting is in session and to demand the immediate evacuation of the room if it feels necessary to do so.
- Alcohol, fire arms or weapons of any sort, drugs, hazardous or toxic material, sexually explicit material, etc, are strictly prohibited.
- Meeting material may not be tacked, nailed, pinned, or affixed to walls, furniture or equipment. The Community Room cannot be used in any way that would result in damage to walls, floor, ceiling or Coast360 furniture or equipment. All meeting material must be removed and taken off Coast360 property. Material left behind will be disposed of immediately without regard to the nature or confidentiality of the material
- Precooked food and drinks are permitted provided that trash is disposed of properly and removed from the premises by the organization. The Organization must provide its own trash bags.
- A security deposit of \$250.00 must be paid prior to the requested date.
- The Community Room and its furniture and equipment is clean and fully functional. It must be returned that way. Coast360 reserves the right to retain some or all of the security deposit to cover the cost to clean and/or repair any damage to credit union property.
- The Organizations must immediately report any damage to the facility and broken or malfunctioning furniture or equipment. Failure to do so could result in the forfeiture of future use privilege.
- Organizations must supply their own trash bags and bag and remove trash.
- The noise level must be kept low to avoid disturbing the credit union operations during business hours. Excessive noise may result in organization being asked to leave immediately.
- Activities may not be conducted in the hallway or lobby without express prior permission.

- Violation of any rules or conditions may revoke your privilege to use the room in the future.

COAST360 FEDERAL CREDIT UNION  
COMMUNITY ROOM USE APPLICATION

**PLEASE PRINT OR TYPE Today's Date:** \_\_\_\_\_

Requested Date and Time of Activity: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Begin End

Name of Applicant Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Home Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Email:**  
\_\_\_\_\_

Name of Organization Represented: \_\_\_\_\_

Title/Subject/Purpose of Activity: \_\_\_\_\_

Number of Individuals Participating in this Activity: \_\_\_\_\_

Category of Activity (check applicable bullet):

- Nonprofit Organization
- Other Organization
- Community Resident

Describe below or on a separate sheet of paper the particulars of the use.

\_\_\_\_\_  
\_\_\_\_\_

Will Food/Drinks be served? Yes or No.

If Yes, describe: \_\_\_\_\_

All organizations and individuals using the Community Room must sign a liability waiver, provide a security deposit in cash or check drawn on a Coast360 checking account, and agree, in writing, to comply with Coast360's Community Room rules.

Permission granted for use of the Community Room and/or grounds at Coast360 to any organization or individual may be revoked, canceled, postponed, or rescheduled by Coast360.

**Not Permitted At This Facility:** Fundraisers and weddings

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Approved by: Office Use Only)

\_\_\_\_\_  
(Date: Office Use Only)

**Submit application:**

Email as a WORD document (preferred) or PDF: [mbengco@coast360fcu.com](mailto:mbengco@coast360fcu.com)

***Drop Off or Mail:***

Coast360  
Marketing Department  
450 Route 8, Maite - 96910

**Fax to 671.477.1155**

**Reservations are NOT confirmed until 1) you have completed this form; 2) been given written confirmation you are on calendar; and 3) paid the security deposit.**

INDEMNIFICATION AGREEMENT

I am attending a function with \_\_\_\_\_ organization at the Coast360 Community Room on \_\_\_\_\_, 20\_\_\_\_. I accept liability and hereby agree to indemnify and hold harmless Coast360 Federal Credit Union, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage in connection with the use of its Community Room facilities and/or grounds. I accept responsibility for control of the reserved area until the activity is completed. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA required assistance for this event. I have received a copy of, read and agree to comply with the requirements for use of the Coast360 Community Room and any special conditions noted below.

I further agree to indemnify and hold harmless and defend Coast360 from any and all claims resulting in injury or illness (including death) but not limited to attorney’s fees sustained by me arising our of, connected with, or in any way associated with the Community Room.

Coast360 is not responsible for any loss or theft of personal property brought to the Room or left in the Room and I release Coast360 from any liability for such loss or theft.

Special conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Sign and Print Name

\_\_\_\_\_  
Date

COMMUNITY ROOM RESERVATION CONFIRMATION

Coast360 Federal Credit Union approves \_\_\_\_\_  
("Organization") use of the Community Room on \_\_\_\_\_, 20\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_, subject to Organization's  
agreement to comply to the Community Room Rules and payment of a security deposit of  
\$\_\_\_\_\_. The security deposit shall be in cash or drawn on a Coast360  
checking account and must be given to Coast360 no later than close of business on  
\_\_\_\_\_. Coast360 will cancel the Organization's reservation for the Community  
Room if the deposit is not paid by that date and time. Coast360 will inspect the Community  
Room after Organization function and may use some or all of the deposit to clean and repair or  
replace any damage to Coast360 property caused by or arising from Organization's use of the  
Community Room.

Organization, through its authorized representative \_\_\_\_\_  
("Representative") agrees to obtain the Indemnification Agreement of each attendee prior to the  
Organization's use of the Community Room and give the Indemnification Agreement to  
Coast360.

Organization agrees it will not provide the credit union's phone number as a point of  
contact to its attendees. If the credit union receives calls regarding the event, the  
Representative's number will be provided to the caller.

Representative agrees to the above conditions.

By: \_\_\_\_\_

Date: \_\_\_\_\_