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**Conference Room Request Form**  
**43 Main Street, Amesbury**

Organization \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

What is the nature of your organization?

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Is your group a Nonprofit Organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the purpose of your meeting?

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How many meetings will be held each month? \_\_\_\_\_ (Maximum allowance is 3)

How many people are in your group? \_\_\_\_\_ (Maximum Amesbury location: 26)

During what hours and days would you like to hold your meetings?

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## Conference/Community Room Rules and Regulations

<b>Room Rental Fees</b>	Nonprofit Organization: No Charge (See request form) Full Day: \$100 Half Day or Evening: \$75
<b>Cleaning Fee</b>	We will not charge a cleaning fee with the agreement that the room will be <i>left in the condition that it was found</i> . If you are not able to comply with this request, <b>a cleaning fee will be charged</b> .
<b>Maximum Occupancy</b>	<b>26</b> at 43 Main Street, Amesbury (per Fire Laws)
<b>Equipment Available</b>	Tables, chairs, whiteboard
<b>Parking</b>	Groups that meet after business hours may use the public parking lot behind the bank (43 Main Street, Amesbury). However, due to limited parking space, groups that meet during business hours will need to find alternative parking.
<b>Keys</b>	One key will be issued to the person who is responsible for seeing that these Rules and Regulations are followed and is responsible for securing the door at the conclusion of the meeting.
<b>Prohibited</b>	<b>No Food or Beverages</b> <b>No Smoking</b>

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I have read these Rules and Regulations. I will be responsible for seeing that these Rules and Regulations are followed. If it is necessary to obtain a key, I will see that the room is secure when leaving and return the key promptly.

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Signature

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Date

For the Community Room located at 43 Main Street, Amesbury, please mail, e-mail, fax or drop the completed and signed Request Form to:

Amy E. Leary  
Newburyport Five Cents Savings Bank  
43 Main Street  
Amesbury, MA 01913  
[aleary@newburyportbank.com](mailto:aleary@newburyportbank.com)  
Telephone (978) 225-8798  
Fax (978) 388- 2607

Thank you.

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**Conference/Community Room Setup**  
Amesbury Street Location – 43 Main Street

