



NEWBURYPORT
FIVE CENTS SAVINGS
BANK

Conference-Community Room Request Form 63 State Street, Newburyport

Organization _____ Contact _____

Address _____

Telephone _____ Email _____

What is the nature of your organization?

Is your group a Nonprofit Organization? _____Yes _____No

What is the purpose of your meeting?

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

How many people are in your group? _____ (Maximum Newburyport location: 60)

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

Conference-Community Room Rules and Regulations

Room Rental Fees	Nonprofit Organization: No Charge (See request form.) Full Day: \$100 Half Day or Evening: \$75
Cleaning Fee	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 a cleaning fee will be charged .
Maximum Occupancy	60 - State Street, Newburyport (per fire laws)
Equipment Available	Tables, chairs, blackboard, overhead projector, screen, VCR, TV
Parking	Groups that meet after business hours may use the public parking lot behind the bank (63 State Street, Newburyport only). However, due to limited parking space, groups that meeting during business hours will need to find alternative parking.
Keys	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. Unless other arrangements have been made, the key should be left in the conference room.
Prohibited	No Food or Beverages. No Smoking.

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.

Signature

Date

For the Community Room located at **63 State Street, Newburyport**, please mail, e-mail, fax or drop the completed and signed Request Form to:

Melissa Moore

Newburyport Five Cents Savings Bank

63 Main Street

Newburyport, MA 01950

mmoore@newburyportbank.com

Fax: (978) 462-9672

Thank you.



Conference-Community Room Setup

Newburyport Street Location - 63 State Street:

