

Urban Partnership Bank's Community Room

The Community Room at our Greater Grand Crossing Financial Center is available for use by all non-profit community organizations free of charge. The main purpose of the room is to provide a clean, safe, and professional environment for organizations to host their meetings and small gatherings. Prior approval is required.

The Community Room is available for use as follows:

- 1) Monday through Friday – 9:00am until 8:00pm (cst); excluding bank recognized holidays
- 2) Saturday – 9:00am until 1:00pm
- 3) We are closed on Sundays

***Please note:** All events should be scheduled to end around 30 minutes prior to closing as all attendees must vacate the premises **on or before** closing times.

Guidelines:

- 1) All standing meetings will be scheduled on a quarterly basis only. This is to allow all organizations an opportunity to use the Community Room.
- 2) All organizations must complete, sign and submit the written request at least two weeks in advance.
- 3) All organizations requesting the Community Room are required to read, sign and adhere to the guidelines set forth.
- 4) No monetary exchange or solicitation is permitted at any event in the Community Room.
- 5) All attendees must park at the far south end of the parking lot. Handicapped parking is accessible as needed on the north side of the parking lot.
- 6) Only Urban Partnership Bank security will allow attendees access to the building entrances and exits.
- 7) Noise levels must be kept to a professional, low level.
- 8) Urban Partnership Bank security and Financial Center Managers will provide access to the Community Room only. Room setup will be provided as per the request of the organization. No other services will be provided.
- 9) All meetings must take place entirely within the Community Room. Loitering in the building lobby areas will be strictly prohibited.
- 10) Alcoholic beverages and any use/sale or distribution of illegal substances are prohibited on or around the property.
- 11) The Community Room must be cleaned and the room restored to its prior condition after every meeting.
- 12) Urban Partnership Bank reserves the right to reschedule approved events.
- 13) Urban Partnership Bank reserves the right to suspend an organizations' use of the Community Room if events are not cancelled within 48 hours of the approved event day and time.
- 14) Urban Partnership Bank reserves the right to suspend an organizations' use of the Community Room for violations of these guidelines.

Request Procedure:

All requests for use of the Community Room must be submitted at least 2 weeks prior to your proposed event date. The requesting organization must:

- 1) Complete a Reservation Request form which can be found on our website at <http://www.upbnk.com>.
- 2) A signed copy of the Community Room Guidelines Acknowledgement Form and a copy of the company's 501c3 filing or similar document indicating good standing must be emailed to GGC_ConF@upbnk.com or faxed to Attn: GGC Community Room at (773) 420-5439.

For all questions and or other concerns and comments, please email us at GGC_ConF@upbnk.com.