



NEWBURYPORT
FIVE CENTS SAVINGS
BANK

Conference Room Request Form 43 Main Street, Amesbury

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 Amesbury location: 26)

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	26 - 43 Main Street, Amesbury (per fire laws)
Equipment Available	Tables, chairs, whiteboard
Parking	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 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.
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 **43 Main Street, Amesbury**, please mail, e-mail, fax or drop the completed and signed Request Form to:

Erica Brooks-Sayers

Newburyport Five Cents Savings Bank

43 Main Street

Amesbury, MA 01913

esayers@newburyportbank.com

Fax: (978) 388-2607

Thank you.



Conference-Community Room Setup

Amesbury Street Location - 43 Main Street:

