

# Community Room Reservation Form



Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Group/Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Include set up and tear down time)

Type of Meeting: (Please provide a brief description of the event (business meeting, banquet, seminar, book club, community board meeting, etc.)

\_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

A security deposit check of **\$200** for the full Community Room or **\$100** for Community Room I or II will be collected upon the approval of the reservation request. The security deposit will be returned after the event, if the community room does not sustain any damages during the event.

## Room Choices

**Community Room Full**

2,065 sq. ft., accommodates up to 64 people with classroom style with tables or up to 120 people with theater seating.

**Community Room 1**

1140 sq. ft., accommodates up to 32 people with classroom style with tables or up to 70 people with theater seating.

**Community Room 2**

925 sq. ft., accommodates up to 32 people with classroom style with tables or up to 50 people with theater seating.

## Room Set Up

**Stadium Style:** Chairs only

**Classroom:** Tables and chairs facing the same direction

**"U" Shaped:** Tables with the chairs on the outside

**Small Group Seating:** Two tables together with two chairs on each side

**Additional Tables:** Tables along the wall for food and drinks and tables and chairs in the middle of the room.

**Audio Visual:**  Yes  No

The community room is equipped with a mic, projector, screen and several white boards, easels, etc. If you will be presenting a video or presentation, please list your special AV hook up needs and plan on bringing the presentation on a flash drive. We are not able to supply any cords or cables.

List your audio-visual/presentation needs:

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

**Food/Beverage:**  Yes  No

**Alcohol:**  Yes  No

**Use of Kitchenette:**  Yes  No  
(sink, counter space, refrigerator)

Provide a description of the food/beverage/alcohol that will be served (donuts, sandwiches, beer cans, keg, wine, cake, etc.): \_\_\_\_\_

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

**Decorations:**  Yes  No

Provide a description of the decorations and how they will be secured (i.e. balloons on weights with string). You must bring your own decorations including supplies for preparation. Please note: Nothing can be hung or attached to the walls/ceilings including tape, Command Strips, staples, tacks or push pins, etc.

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

**Entertainment:**  Yes  No

Provide a description of the music/entertainment that will be provided (bluetooth speakers, DJ, magician, etc.):

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

**Third-party service vendors:**  Yes  No

Please provide the name(s) of the company and contact name(s) and phone number(s) for each vendor.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

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Acknowledgement by individual renting Centris Federal Credit Union Community Room:

Signature: \_\_\_\_\_

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

- Fill out this Community Room Reservation and Guidelines Acknowledgment form in its entirety.
- Select DOWNLOAD (Down arrow located on the top right-hand corner of your screen).
- Save the form WITH CHANGES to your Desktop.
- Email the saved form to Centris Events and Meetings at [communityroom@centrisfcu.org](mailto:communityroom@centrisfcu.org)
- Please contact June Goeser, Centris Corporate Receptionist, [jgoeser@centrisfcu.org](mailto:jgoeser@centrisfcu.org) or 402-960-9231 with any questions.

# Community Room Guidelines Acknowledgment

- The Community Room is available for rent by all members of the community. Renters must be at least 19 years of age.
- Hours available for rent are from 7:00 a.m. to midnight, Sunday through Saturday.
- All guests are the responsibility of the person who has rented the Centris Community Room.
- Children must be supervised. Groups composed of minors (under 19 years of age) must be supervised by one adult for every 20 minors. Minors must be under adult supervision at all times.
- **NO UNDER AGE DRINKING!** Alcohol service to anyone under the age of twenty-one (21) is strictly prohibited. All Nebraska State Laws apply. **Everyone drinking alcohol MUST be ID'd.** Parties with over 50 guests serving alcoholic beverages are required to have security. Renters and guests at the Centris Community Rooms shall obey all local and state laws. The Omaha Police Department is responsible for all law enforcement needs in the Sterling Ridge development. To fulfill the security requirement, a Nebraska State Certified Law Enforcement officer will be hired at renter's own expense. To book security call: 402-960-9231. Once security is booked, please notify June Goeser, Centris Corporate Receptionist, [jgoeser@centrisfcu.org](mailto:jgoeser@centrisfcu.org), who will notify Centris Management of the security booking.
- Renter will provide all paper products/cleaning supplies/utensils/drink/beverage ware/coffee pots/supplies for decorations/scissors, tape etc.
- Noise levels must be kept at a reasonable level at all times for the peace and comfort of those working in the building or in the Sterling Ridge development.
- This is a non-smoking facility and smoking of pipes, cigarettes, cigars or electronic cigarettes are not allowed on property.
- Pets are not allowed unless they are service animals specifically trained to aid a person with a need.
- Use of confetti or glitter is not allowed.
- Burning of candles is not allowed inside Centris Federal Credit Union's Community Rooms for lighting and/or decoration.

**Trash cans emptied** – Remove all garbage from trash cans and place in the dumpster on the west side of the building.

**Counter tops** – Free of spills or debris. You must bring your own cleaning supplies.

**Sink** – Free of any debris. Food should NOT be placed down the sink.

**Cupboards** – Inside and fronts are clean and free of spills, debris or personal items.

**Refrigerator** – Inside and front are clean and free of spills, debris or personal items. Please make sure you remove any

leftover food.

**Floors** – Free of debris and spills. A vacuum will be made available for your use.

**Walls** – Nothing can be hung or attached to the walls or ceilings. This includes any type of tape, Command Strips, staples, tacks, push pins etc.

**Doors** – Blocking emergency doors is prohibited. Exterior doors may not be propped open. Designated door(s) should be locked when you leave the Centris headquarters building.

**AV Equipment** – Remote, mic, projector, specific av hook up, screen, white board, easel etc. must be placed back in their proper locations (Details will be provided as to where supplies are to be stored).

**Furniture** – Must be placed back in its proper locations. Furniture cannot be brought into the community room. Tables and chairs must be wiped down and free of debris/liquid/food/table coverings etc.

**Sidewalks** – Must be free of trash, debris and stains.

**Parking** – Guests must park in the designated parking spaces located near the entrance to the Community Room.

Centris Federal Credit Union will not engage in discriminatory practices. Centris is an equal opportunity employer, and gives consideration for employment to all qualified candidates without regard to race, color, religion, age, gender, pregnancy, national origin, marital status, disability status (as long as the individual can perform the essential functions of the job, with or without reasonable accommodation), genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. This policy is practiced in all phases of employment including recruitment, selection, transfer, promotion, training, compensation, and Centris sponsored activities which includes the use of our Community Rooms.

The renter and attendees agree to indemnify and hold harmless Centris, its agents and employees or any other person against loss or expense including attorney's fees for all liabilities and claims for damages and/or suits for any reason.

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

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