

# Community Room Guidelines Acknowledgment

*To ensure a successful event, we ask you read the following important information thoroughly and acknowledge the guidelines of using the Centris Community Room.*

☐ **I acknowledge that Centris reserves the right to adjust the date/time of my event should a Centris event/meeting need to occur at the same date/time.**

- 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 8:00 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 Goesser, Centris Corporate Receptionist, [jgoesser@centrisfcu.org](mailto:jgoesser@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, vacuum etc.
- Coffee and bottled water will NOT be provided by Centris for your event. Renter should bring their own coffee & water.
- 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 **within the building.**
- Pets are not allowed unless they are service animals specifically trained to aid a person with a need.
- Use of confetti, glitter or powder cannons are 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 in the Community Room AND bathrooms 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).

**Meeting Rooms** – Meeting rooms, lobby desk etc. should **NOT** be used by guests during your event.

**Technology/Network Requirements** – If presenting from a laptop or mobile device, we highly recommend all presentation material be stored/loaded on your device locally versus accessing via the internet where network security may cause access issues.

If utilizing a corporate-based device, be advised your device may have VPN or other network access issues based on how your corporate security is deployed and configured on your device. As a precaution, we recommend storing any presentation material locally on the presentation device. Please test your connection well before your scheduled time.

**NOTE:** Centris Federal Credit Union will not adjust network security configurations to facilitate required network connections for community room presentations.

**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** – During business hours, guests are to park on the outer edges of the parking lot. Visitor spaces are reserved for Centris members conducting business.

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.

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 Goesser, Centris Corporate Receptionist at [jgoesser@centrisfcu.org](mailto:jgoesser@centrisfcu.org) or 402-315-2600

Monday – Friday, 8:00 a.m. – 5:00 p.m.

For after-hours and emergencies, please call Blake Grooters at 402-578-9624 (nights and weekends only.)

<https://www.centrisfcu.org/community/community-room/>

# 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.

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## Room Choices

☐ **Community Room Full**

2,065 sq. ft., accommodates up to 64 people with classroom style with tables or up to 100 people with theater seating.

☐ **Community Room 1**

1140 sq. ft., accommodates up to 32 people with classroom style with tables or up to 50 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  
30 people max☐ **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.

### Wi-Fi:

Wi-Fi access is available Monday - Saturday during the hours of 7:00 a.m. to 8:00 p.m. If you will need Wi-Fi outside of these hours, please provide date/time needed.

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\_\_\_\_\_

**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

You must bring your own food/beverages including water, coffee, etc.

**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.

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**Entertainment:** ☐ Yes ☐ No

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

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**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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