

Meeting Space Terms of Use Agreement

Section I. INTRODUCTION

Honor Credit Union is pleased to make our meeting space available free of charge to its community partners for meetings, retreats and trainings. Please note the following when requesting the use of meeting space. The following information will help your meeting run smoothly.

- The following activities are prohibited:
 - Special events (celebrations, parties, etc.)
 - Political events
 - Charging for meetings (charging for the cost of a meal is allowed)
- Use of our facility is at the sole discretion of Honor Credit Union and we reserve the right to terminate your use of the meeting space at any time without advance notice.
- Meeting space setup and take down is the user's responsibility, so please allow ample time. Leave the meeting space in the condition you found it. (See Checklist)
 - Please be considerate of others and keep noise to a minimum.

Section II. Policies, Procedures and Liability Waiver

User's on-site contact is responsible for ensuring all your attendees are aware of, understand and follow the policies and procedures set forth below. Consequences of failure to comply may result in the denial of future use of the Honor Credit Union's meeting space.

- Approval of this agreement entitles your group to use of Honor Credit Union's following meeting space facilities: catering kitchen, restrooms, Dream Big Room, parking and lactation room. Honor Credit Union does not give you the use of its printers, copier, fax machines, or any other business equipment. You may use the audio-conferencing equipment and phones provided in the meeting space; however, you must have your own conference calling account with a toll free or local number. Long distance calling is prohibited.
- If media coverage is expected at the event or you plan to refer to Honor Credit Union in any printed materials, you must contact our marketing department at marketing@honorcu.com to receive prior approval.
- A representative of user must check in with your Honor Credit Union partner upon arrival and will be considered to be user's on-site contact.
- Should you need to cancel your reservation, please cancel at least five business days in advance. Honor Credit Union is not responsible for lost or stolen items.
- After your event, you agree to return the meeting space to its default configuration, clean up all materials and refreshments, return glasses to the catering kitchen, etc. and leave the meeting space clean for the next group.

The following are prohibited on Honor Credit Union property (building and parking lot):

- Consumption of alcohol;
- Smoking or vaping of tobacco or cannabis;
- Recreational drugs;
- Firearms (except for law enforcement) and Weapons <3 ½" blade. Anything provided by Honor Credit Union is exempted (knives, scissors); and
- Harassment or violence of any sort.

All policies and procedures of Honor Credit Union shall be strictly adhered to by you and all attendees of your meeting or event.

By signing this Agreement, you agree to abide with the policies and procedures set forth above. You agree to pay any costs incurred for damages resulting from non-compliance with this agreement, including any costs for damage caused by attendees.

Section III. Limitation of Liability

User acknowledges and agrees that it hereby releases Honor Credit Union (including its affiliates or any of its employees, staff, agents, volunteers, representatives, and board of directors) from and agrees to indemnify, defend and hold Honor Credit Union harmless for and from any claims, actions, damages, and liability, including from damages that are direct, indirect, special, incidental, or consequential and damages or liabilities resulting from delay, loss of profits, or injury to person, which may arise in connection with user's use of the meeting space or any services provided by us or otherwise arising in any way from the use contemplated under this Agreement, even if Honor Credit Union has been notified of the possibility or likelihood of such damages occurring.

By signing below, you hereby agree to the terms of this Meeting Space Terms Use Agreement on behalf of user and you hereby represent and warrant that you are authorized to bind user to the terms of this Agreement. Thank you for choosing our meeting space.

We may, at any time and at our sole discretion, modify this Agreement without notice to user. Your continued use of the meeting space constitutes your acceptance of any modified terms.

User's Entity Name: _____

Sign Name

Print Name

Title of Signer signing for Entity

