

**ANDOVER
COMMUNITY ROOM
MEETING GUIDELINES**

1. The Community Room can accommodate meetings of up to 30 people. The Savings Bank is a smoke-free facility. A "Community Room Reservation Request" must be filled out and submitted via fax to 781-224-5300 (attention "Sheri") or via email to shsullivan@tsbawake24.com.
2. Access to the Room will be through specified entrances and exits and must be coordinated by Bank staff. The Community Room is handicapped accessible.
3. Meetings may not interfere with the Bank's conduct of business.
4. No alcoholic beverages may be served or brought into the Rooms.
5. No food or non-alcoholic beverage(s) may be brought into the Room without the prior approval of the Bank.
6. The Room will be left in the same condition in which it was found.
7. Groups using the Room must be Andover or Merrimack Valley based and a majority of its members must be Andover or Merrimack Valley residents OR a member of the group must be an Officer of The Savings Bank.
8. The Bank reserves the right to limit the usage of the Room at its sole discretion (i.e. availability, hours of usage, days of the week, etc.).
9. There is no storage available for meeting supplies between recurring meetings.
10. Telephone service is not available. Participants needing telephone service should utilize cell phones.
11. The Rooms are generally available from 9:00 a.m. to 9:00 p.m. Times falling outside these parameters will be handled on a case-by-case basis.
12. These guidelines may be amended from time to time at the sole discretion of The Savings Bank.