ODD FELLOWS BUILDING
MEETING ROOM GUIDELINES

1. The Odd Fellows first floor room can accommodate meetings of up to 25 people; the Board Room can accommodate meetings of up to 50; the Odd Fellows third floor conference room can accommodate up to 12. A “Meeting Room Reservation Request” must be filled out and submitted via fax to 781-224-5300 (attention “Marketing”) or via email to bmccoubrey@tsbawake24.com.

2. Access to the Rooms will be through specified entrances and exits and must be coordinated by Bank staff. All rooms are 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 Rooms without the prior approval of the Bank.

6. The Rooms will be left in the same condition in which they were found.

7. Groups using the Rooms must be Wakefield-based and a majority of its members must be Wakefield 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 Rooms 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 8:00 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.