



First Basin Credit Union Community Room

The FBCU Community Room serves staff and employees of the credit union. The Community Room is also dedicated to serving the needs of Permian Basin and South Plains non-profit organizations.

Community Room Application and Contract:

Due to high demand, it is recommended that reservation requests be submitted 60 days in advance of the desired date. Upon review of the provided information, please fill out the application located on page 4. Once completed and signed, please provide to Amanda Holley at aholley@firstbasin.com. This application will serve as your contract.

Location

First-floor, northwest entrance – 7100 E. TX HWY 191

Availability

7:30 am to 7:30 pm Monday through Friday; During work hours, 8:30 am to 5:30 pm, a maximum of 35 people

Description & Amenities

The FBCU Community Room is approximately 2,750 square-feet. The facility features a catering style kitchen (no ovens), A/V equipment for digital presentations and access to restrooms. The Community Room may be rented in its entirety or split into meeting rooms to accommodate smaller groups. There will be a standard deposit of \$250 required regardless of the final room size.

Breakout Rooms

COMCON 3 (entire community room):

- 60 people or more (150 max theatre style, 112 max with training tables)
- 3 projectors & 3 screens

COMCON 2 (front breakout room):

- 24 people or more (50 max theatre style, 36 max with training tables)
- 2 projectors & 2 screens

COMCON 1 (back breakout room):

- 12 people or more (30 max theatre style, 20 max with training tables)
- 1 projector & 1 screen

COMCON (small back breakout room):

- 10 people or more (18 max theatre style, 12 with training tables)
- No projector or screen

Furnishings

Please note - The numbers listed are totals of what First Basin has on hand. The number of tables and chairs that will fit in each breakout room is subject to layout/size of room. Organizations seeking to bring in their own tables, chairs, stage, podium etc. must obtain approval by First Basin Credit Union.

- **Bistro Tables**

(24) round almond-colored bistro-style tables; set-up dimensions: 33” diameter x 43.3”H

- **Chairs**

(150) standard blue chairs

- **Training Tables**

(56) training-style tables – each table seats (2) people per table.

A/V Equipment Usage

The First Basin Community Room Offers state-of-the-art sound and technology, including up to three 16’ by 18’ viewing screens. A First Basin staff member is required to be on-site during scheduled event to prep, setup or run any digital equipment if necessary.

Food Preparation/Catering

A catering style kitchen with running hot water and a refrigerator is available, upon request, to those renting the FBCU Community Room. Ovens are not provided and food preparation on-site is not allowed. All food is required to be catered or prepared prior to the event.

Conditions & Responsibilities

Reservation fee/deposit:

Nonprofit organizations will not be charged a fee to use the Community Room. However, a \$250 deposit is required for incidentals and/or any post-cleaning required. If room is cleaned and no damage is reported, \$250 will be returned back to organization once page (5) has been completed and signed by both parties.

Event Set-up

To decorate/set-up the Community Room to meet your event needs please coordinate with First Basin Credit Union to schedule an allotment of time. Organizations seeking to bring in their own tables, chairs, stage, podium etc. must obtain approval by First Basin Credit Union.

Décor is not allowed on any walls inside or outside the Community Room. Adhesives such as glue, gum tacky, pastes, cement and tape; nails, decals, stickers, thumbtacks, etc. are prohibited from being used on any wall space.

Any furnishings provided by First Basin Credit Union will be arranged in an initial set up in accordance with the requested number of tables and chairs. If the renter wishes to move these furnishings they may do so. Additional tables and chairs may be requested if available at the time of the event.

Parking

During business hours, attendees must park in the north side parking lot closest to the Community Room entrance located at the northwest side of the building. After hours, attendees of a scheduled event in the Community Room may park in any available space surrounding First Basin Headquarters. All attendees must adhere to handicap parking requirements.

Cancellation

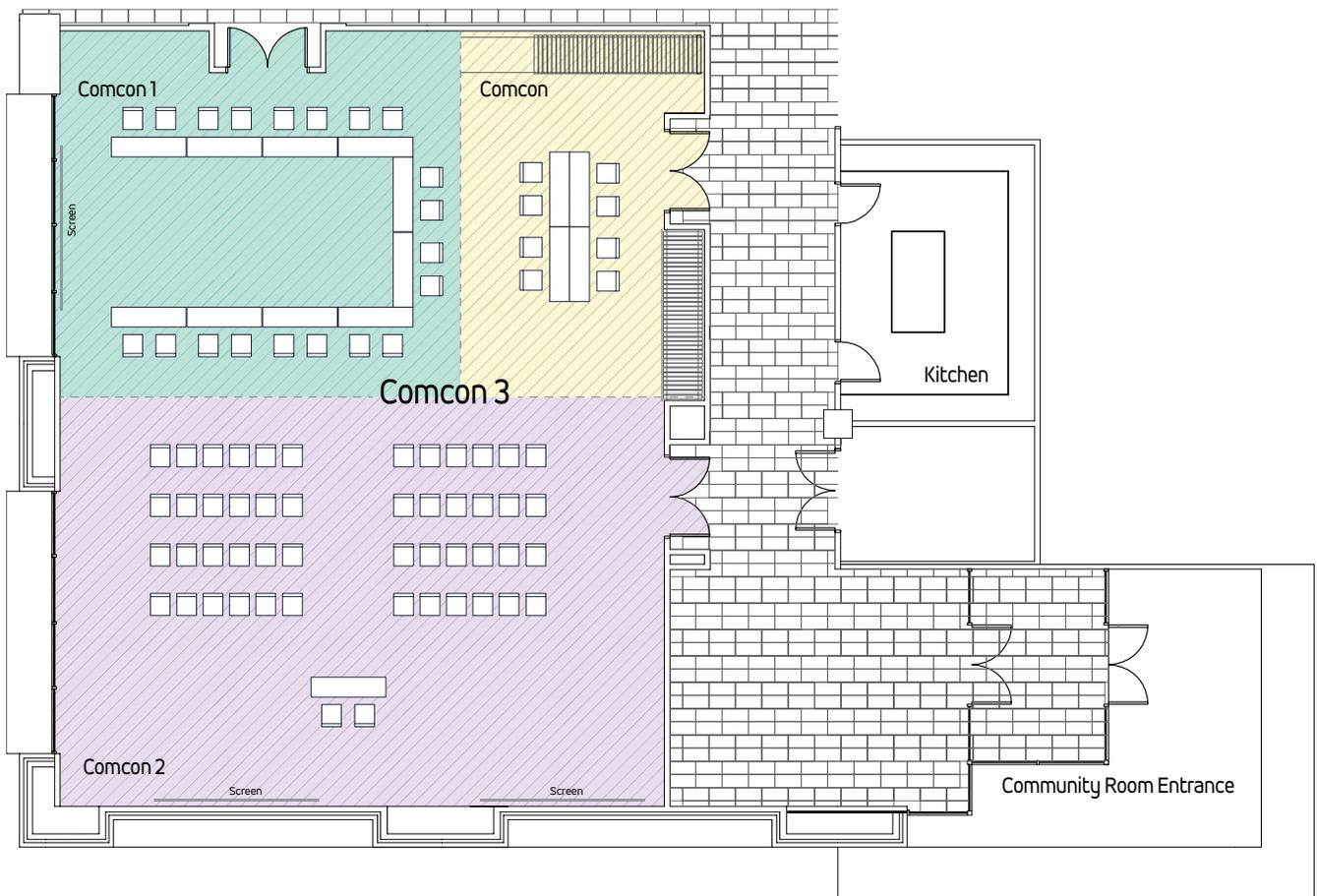
Upon cancellation, security deposit will be returned within (10) business days. Due to high demand, First Basin Credit Union requests a cancellation notice of at least (12) business days. Last minute cancellations, no shows or using the room for purposes other than previously communicated with a First Basin representative will be noted and brought into consideration if and when the organization requests use of the Community Room in the future. First Basin Credit Union reserves the right to deny use for any organization that violates this policy.

Limitations on Use

The Community Room is dedicated to serving and assisting area-wide non-profit organizations with their meeting and event needs.

First Basin Credit Union reserves the right to refuse, or to limit access, to its Community Room to any group for any reason. The Community Room may not be used for any purpose in relation to activist or political groups.

Community Room Space Configuration



-  Comcon 3 – **ENTIRE** Community Room (3) Screens/Projectors
-  Comcon 2 – **FRONT** Breakout Room (2) Screens/Projectors
-  Comcon 1 – **BACK** Breakout Room (1) Screen/Projector
-  Comcon – **SMALL** Breakout Room No Screens/Projectors

First Basin Community Room Contract

Application for use

Name of organization using First Basin Credit Union's Community Room

Primary Contact _____

Address _____ City _____ State _____ Zip _____

Preferred Phone _____ Email Address _____

Describe the nature of the event

Event Date _____ Event Hours _____ Attendance _____ Anticipated Vehicle Count _____

Breakout Room Choice (circle your choice)

Comcon 3 (Entire room, 150 max, 3 projectors & screens) Comcon 2 (front room, 50 max, 2 projectors & screens)

Comcon 1 (back breakout room, 30 max, 1 projector & screen) Comcon (small back room, 12 max, no A/V)

Layout Choice Rectangle Horseshoe Pods Training Mixer Other

If other, please describe _____

Audio Visual Needs Yes No

If yes, describe requirements _____

Kitchen Use Yes No

If yes, describe requirements _____

I have read the First Basin Community Room Information policy and guidelines and will assume responsibility for the event. I have answered the questions on this contract for use to the best of my knowledge and ability.

Applicant Signature _____ **Date** _____

Completed applications should be emailed to aholley@firstbasin.com

First Basin Community Room Cleaning Checklist

The following is a list of items that must be completed to have your \$250 deposit returned.
All items on this list must be completed or determined to be in the same condition as prior to your event.
Contact Amanda Holley at (432) 248-1443 when your event is completed

The Community Room

- All trash taken to dumpsters on north side of parking lot
- Report ANY damage immediately to First Basin Credit Union
- Any spills or messes on floor or surfaces should be cleaned up
- All personal items including those from vendors must be removed by the time you leave

The Kitchen (if applicable)

- All trash taken to dumpsters on north side of parking lot
- Report ANY damage immediately to First Basin Credit Union
- Any spills or messes on floor or surfaces should be cleaned up
- All personal items including those from vendors must be removed by the time you leave
- Remove all personal items from the fridge and freezer

A/V (if applicable)

- A First Basin team member was contacted to ensure A/V equipment was put up properly

All items on this list are completed and the facilities are in the same condition as prior to my event.

Applicant Signature _____ **Date** _____

All items on this list are in order and the renter should receive their deposit in full.

Staff Signature _____ **Date** _____