



Community Room Reservation Policy

At TAPCO Credit Union, giving back to the community is at the heart of what we do. To support local organizations and members, TAPCO offers use of our community rooms and meeting spaces as an in-kind donation.

Room Request Form

To reserve a TAPCO community room, organizations must complete the Community Room Request Form available on TAPCO's website. The form collects essential details about your event, including the date, time, purpose, expected number of attendees, and any special requirements such as audio/visual equipment or food service. All requests are reviewed by TAPCO's Community Engagement team on a first-come, first-served basis. Submitting a request does not guarantee use of the space; reservations are confirmed only after the review process is complete and a confirmation email has been sent.

Who is Eligible

Community room use is available to:

- TAPCO employees
- TAPCO members and business members
- TAPCO Affinity Groups
- Local nonprofits, schools, and community groups
- Small businesses (non-sales events only)

Acceptable Uses

Approved uses include:

- Financial literacy classes
- Workshops and training sessions
- Community meetings and presentations
- Networking or educational events
- Business luncheons (non-sales)
- HOA meetings
- Public information sessions
- Non-profit or civic planning

Non-Acceptable Uses

The community room may not be used for:

- Private parties (birthdays, showers, retirement, etc.)
- Sales presentations or commercial transactions
- Political campaigning or fundraising
- Religious services
- One-on-one meetings
- Groups with fewer than 7 attendees
- For-profit events

Hours & Room

Standard Hours:

Monday–Friday: 9:00 am – 5:00 pm

Saturday: 9:00 am – 1:00 pm

Sunday: closed

Special Requests: Events outside these hours may be considered on a case-by-case basis.

Overnight Use: Overnight or extended use is not permitted.

Furniture: Users may rearrange tables and chairs but must return the room to its original setup afterward.

Decorations: Only removable, non-damaging decorations are permitted. No nails, tacks, or tape on painted walls.

Occupancy

Maximum room occupancy is 37

Food & Beverages

- Food and non-alcoholic beverages are permitted.
- Alcohol and smoking are strictly prohibited.
- TAPCO does not provide catering, utensils, or disposables.
- Organizers are responsible for cleanup and proper disposal of all food and excess trash.

Technology & Equipment

- Audio/visual equipment is not available beyond the mounted TV.
- Wi-Fi is available for guests.
- No on-site IT support is provided.

Conduct & Responsibility

All users are expected to behave respectfully and responsibly. Children must be supervised by adults at all times. TAPCO reserves the right to stop any event that is disruptive or violates policy.

Cleaning & Damage

Users must leave the room in clean condition. Any damage to property or equipment may result in repair fees or loss of future use privileges.

Inclement Weather Policy

For the safety of our employees, members, and guests, TAPCO may close offices and community rooms during severe weather or emergency situations. Examples include snow, ice, heavy rain, power outages, fires, or other conditions that make facilities unsafe or inaccessible. If a closure occurs, all reservations will be canceled, and groups may request to reschedule once normal operations resume.

Liability & Compliance

By reserving a TAPCO community room, you agree to:

- Comply with all applicable laws, rules, and TAPCO policies.
- Release TAPCO Credit Union, its officers, directors, and employees from any liability for personal injury, theft, or property damage during your event.
- Indemnify and hold TAPCO harmless from third-party claims related to your event.

Additional Guidelines

- No storage of items before or after reservations.
- Advance notice is required if media will attend your event.
- Access is limited to the confirmed reservation window.
- Tours or room viewings must be scheduled at least 48 hours in advance.

Contact

For questions or to request use of a TAPCO community room, please contact the TAPCO Community Relations Department at Community@TAPCOcu.org 253.650.4627

By signing, I acknowledge that I have read, understood, and agree to comply with the Community Room Reservation Policy, including all terms regarding liability, conduct, and acceptable use:

X _____ **Date:** _____

TAPCO Staff:

X _____ **Date:** _____