



## 2010 Community Room Booking Package

Dear Community Group,

Windsor Family Credit Union (WFCU) is pleased to provide **complimentary Community Room facilities** to local not-for-profit **community groups or service clubs and charitable organizations**.

All groups interested in using a community room, are asked to apply by completing the attached forms. Bookings throughout the year, can be handled directly with the group's preferred retail location.

The **2010 Community Room Booking Package and Forms** are attached. Please complete the application form and return it to any WFCU retail location, along with a signed copy of the Community Room Guidelines. Please note, applications will not be considered unless the application is complete and the guideline document has been signed by both contacts.

A Community Room is available for group use at any of our five retail locations. **Every attempt will be made to accommodate your meeting date requests, however when necessary an alternative retail location may be offered.** To assist you with your Community Room decision making, refer to the attached information sheet, indicating the location and further details pertaining to each Community Room. To help us update our records please fill in all sections of the attached forms as with all applicable information.

Meetings may be scheduled during operating hours and after close at each retail location, until 10pm. Please note that due to parking availability, there may be usage limitations during branch operating hours. These limitations are noted under each branch description. Please keep this in mind as you make your selection.

Thank you for your interest in WFCU's Community Rooms. Upon receiving your completed application, signed guideline form, and information sheet, we will be in contact to confirm your requested dates and Community Room assignment. Should you require further assistance, please do not hesitate to contact Lynsey Fraser, Community Investment Specialist at 519-974-3100 x 1288.

Sincerely,  
WINDSOR FAMILY CREDIT UNION

Lynsey Fraser  
Community Investment Specialist



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Please retain for your records:

<b>USER COPY</b> Retain for your records
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**Riverside Location:** 1100 Lauzon Road  
Hours of Operation\*: Mon-Wed 9:30am – 5pm  
Thurs-Fri 9:30am – 6pm  
Saturday 9:30am – 3pm  
Room accommodates approximately 25 people  
Parking: 5 spots available during branch operating hours

**Main Location:** 2800 Tecumseh Road East  
Hours of Operation\*: Mon-Wed 9:30am – 5pm  
Thursday 9:30am – 6pm  
Friday 9:30am – 6pm  
Sat closed  
Room accommodates approximately 30 - 40 people  
Parking: 10 spots available at the North side of the parking lot during branch operating hours  
Elevator available

**LaSalle Location:** 5932 Malden Village Plaza  
Hours of Operation\*: Mon-Wed 9:30am – 5pm  
Thurs-Fri 9:30am – 7pm  
Saturday 9:30am – 3pm  
Room accommodates approximately 25 people  
Parking: Several spots available during branch operating hours

**Tecumseh Location:** 1685 Manning Road  
Hours of Operation\*: Mon-Wed 9:30am – 5pm  
Thurs-Fri 9:30am – 7pm  
Saturday 9:30am – 3pm  
Room accommodates approximately 8-10 people  
Parking: 5 spots available during branch operating hours

**South Windsor Location:** 3077 Dougall Avenue  
Hours of Operation\*: Mon-Wed 9:30am – 5pm  
Thurs-Fri 9:30am – 7pm  
Saturday 9:30am – 3pm  
Room accommodates approximately 20 people  
Parking: Available parking at Harvey's next door  
Elevator Available

\*Community Rooms are available for use until 10:00 P.M.



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WINDSOR FAMILY CREDIT UNION

Return Signed to WFCU  
on D\_\_\_\_M\_\_\_\_Y\_\_\_\_

## GROUP & CONTACT INFORMATION

### Please Check All That Apply

- No**, we do not require the use of Windsor Family Credit Union Community Rooms (Return only this form)
- Yes**, we do require the use of Windsor Family Credit Union Community Rooms (Please complete all forms)
- Our group currently uses/has used Windsor Family Credit Union Community Rooms in the past

Name of Organization/Community Group: \_\_\_\_\_

Organization Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ email/web page: \_\_\_\_\_

Contact Person #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Email: \_\_\_\_\_  
\*Future Correspondence may be done via e-mail

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Contact Person #2: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ Other: \_\_\_\_\_

Brief Description of Group's function: \_\_\_\_\_

Please indicate the nature of room usage i.e Presentations, board meetings, seminars, etc.: \_\_\_\_\_

Does your organization have a **Community 1 Account** with Windsor Family Credit Union? Yes  No

**If not, can WFCU contact you to explain how WFCU membership can benefit your non-profit organization?**  
Yes  No

Does your organization have any special needs? \_\_\_\_\_

How did you hear about Windsor Family Credit Union's Community Rooms? \_\_\_\_\_

Return Signed to WFCU  
on D\_\_\_\_M\_\_\_\_Y\_\_\_\_





# 2010 Community Room Booking Package

**Return Signed to WFCU  
on D \_\_\_ M \_\_\_ Y \_\_\_**

Additional comments and suggestions are welcome. \_\_\_\_\_

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*Thank you for your request. We will evaluate all requests and get back to you as soon as possible with confirmation on which dates we have set aside for your group/organization.*



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Please sign and return to WFCU

Return on D\_

- The Community Rooms may be booked on a bi-monthly basis (twice per month maximum) by the same group. Additional meeting time is subject to availability.
- Whomever has signed for the keys will assume responsibility of the keys; should the keys be lost while in your possession, the group may be held responsible for costs incurred for obtaining new locks and keys for that location. Windsor Family Credit Union must be notified immediately should keys be misplaced.
- Keys must be picked up and signed out the day of the meeting by Contact Person #1 or #2. An alternate is permitted only with prior notification to Windsor Family Credit Union by Contact Person #1 or #2. This person must assume responsibility for the key, equipment and locking the facility following the meeting. Should the meeting date fall on a Saturday or Sunday, the keys must be picked up by 6:00 P.M. on the Friday before the meeting from the Main location, and by 3:00P.M. on Saturdays at all other locations.
- **Do not prop the doors open to a Windsor Family Credit Union location at any time. This is a security breach.**
- Should organization contact person(s) change, please notify your Windsor Family Credit Union contact immediately with the name of the new contact person.
- Meetings should be complete by 10:00 P.M.
- WFCU community rooms may not be used for any event in which tickets are sold, or revenue is made.
- Groups are responsible for basic cleanup and personal belongings are not permitted to be stored in the Community Rooms.
- Please return the seating arrangement to the original placement (Main Location – U shaped set-up). Ensure lights have been turned off and door is securely locked when leaving. After business hours, should you encounter any problems with securing the building upon your departure, please notify the cleaning personnel in the building prior to leaving.
- At the end of each meeting: Place the key in the envelope that was provided at the time of pick-up. Deposit the envelope into the night depository box at the retail location. Please call 519-974-3100 for further information as to the proximity of the night depository at each location.
- **No smoking, candles, pets or alcoholic beverages are allowed at any Community Room location at any time.**
- Any equipment malfunction must be reported to the retail location immediately.
- Internet functionality is currently not available at any of the Community Room locations.
- Contact person(s) may feel free to contact a member of the Community Investment department to set up a tour of the facility or for further information.

By signing below, I am indicating that I have read and understand the guidelines as outlined above. I verify that the group booking the Community Room is a **registered charity, non-profit organization, or service club**. I further understand that I am responsible for the individuals who will be attending the meetings and hereby ensure that all attendees will abide by the Community Room Guidelines.

\_\_\_\_\_  
Contact Person #1

\_\_\_\_\_  
Contact Person #2

Dated: This \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Dated: This \_\_\_\_ day of \_\_\_\_\_, 20\_\_



**WFCU**

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Contact Person #1

\_\_\_\_\_  
Contact Person #2

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Dated: This \_\_\_\_ day of \_\_\_\_\_, 20\_\_