



First New York Federal Credit Union

COMMUNITY ROOM



INFORMATION PACKET

2 Wall Street

Colonie, New York 12205

(518) 393-1326

(800) 734-7375

www.firstnewyork.org



Dear Community Member,

Thank you for your interest in the First New York Community Room. We are excited to offer this state-of-the-art meeting room that will fulfill your organization's gathering needs. The First New York Community Room provides a space for community programs, events and meetings and carries out the Credit Union's role as a community partner.

The Community Room is available seven days a week, from 7:30 a.m. until 9:00 p.m., to First New York Federal Credit Union members and Business Partners, non-profit organizations and community groups. The Community Room is a 600 square foot room, with a 48 person capacity, with seating available for 32 people.

Please review the following Community Room Information Packet to facilitate the planning of your next meeting.

Thank you again for your interest in the First New York Community Room. If you have any questions please feel free to contact the Community Room Coordinator at (518) 393-1326 ext. 1804.

Sincerely,

A handwritten signature in black ink that reads "Carol Valenza".

Carol Valenza

Vice President Marketing and Business Development

I. Purpose

The purpose of the First New York Credit Union Community Room is to provide space for community programs and events, to fulfill the credit union's role as a community center, where members and the public can attend informational, educational and cultural events.

II. Room Policy and Application Procedure:

- Any interested parties, hereafter known as Groups, must submit one application per event to the Community Room Coordinator at least two weeks in advance but not more than three months in advance of the date requested. Special arrangements may be made on an exception basis.
- Requests for the Community Room can be made by contacting the Community Room Coordinator at (518) 393-1326 ext. 1804 and completing an Application Form which shall include: the name of the Group, date and time of event, number of attendees, description of event and contact information. All application forms must be completed by an adult member (18 years or older) of the requesting Group.
- At the time of the application, a \$25.00 non-refundable reservation fee is due. If the application is approved, the room will be held on the requested date for the Group and a notice of confirmation will be emailed or mailed to the Group contact person listed on the application.
- Fee Waivers may be available for members and First New York Business Partners.

III. Cancellation Policy and Contract Changes

- First New York reserves the right to deny room reservations and room use to any applicant.
- The Community Room Coordinator must be notified promptly of any cancellations. The \$25.00 reservation fee is non-refundable.

IV. Terms of Use

- Use of the Community Room must not interfere with the convenience of the First New York members or business practices.
- No event scheduled shall violate room capacity (48 people) designated for the Community Room and/or the Credit Union building, and what is allowable by law.
- Groups sponsoring activities open to the general public are responsible for complying with accessibility requirements as mandated by the Americans with Disabilities Act of 1990.
- Smoking and/or use of alcoholic beverages in the Community Room or anywhere else in the building are prohibited.
- No event may include the following activities: smoking, alcoholic beverages, illegal passing of money or other illegal activities.
- Food may be brought in for events. Groups must provide own serving dishes, equipment and utensils.
- No decorations or posters may be displayed without approval.
- The Community Room must be left clean and without damage. If repair or excessive cleaning is required a fee may be assessed.
- First New York is not responsible for articles left in any part of the building.

First New York Community Room
Application Form

Today's Date: _____

Date(s) of event: _____

Start Time of event: _____ End Time of event: _____

Group Name: _____

Description of Group: _____

Purpose of event: _____

Number of Attendees (not to exceed 48 people): _____

Please choose type of room set up (circle one):

Classroom Style

Circle

Square

U-Shape

Contact Name: _____

Contact Phone: Work _____ Cell _____ Home _____

Contact e-mail: _____

Fax completed request form to: 518-690-4187 or

Mail to: First New York FCU, Marketing Department, 2 Wall Street, Colonie, NY 12205 or

Send via e-mail to: michele.berezansky@firstnewyork.org

FIRST NEW YORK ONLY:

Received by: _____

Date: _____

Accepted: Yes No

If no, reason for denial: _____

Signature: _____

First New York Community Room Floor Plan

