

SouthEast Bank & Trust Community Room Contract

This agreement is by and between SouthEast Bank & Trust (hereinafter “Bank”) and the undersigned (hereinafter “User”) for the use of the SouthEast Bank & Trust Community Room (hereinafter “Community Room”) for the event (hereinafter “Function”) listed below. The term User includes any and all guests and/or attendees of the Function to be held at the Community Room, as well as those on the premises for the benefit of the User’s function.

User understands and agrees that the Community Room must be cleaned and vacated by 11:00 pm unless prior approval is granted by the Bank.

The rules governing the use of the Community Room are as follows:

1. The Community Room should be left in the same condition in which it was received. A vacuum cleaner, brooms, mop, garbage cans and bags are provided. All liquids should be emptied from cans and cups before they are placed in the trash bags. All trash bags should be removed from the Community Room and placed in the dumpster which is located in the back parking lot on the left side. If in the reasonable opinion of the Bank the premises are not satisfactorily cleaned, the User agrees to reimburse the Bank for the cost of the clean-up.
2. Please do not allow any guests to run or play in the landscaped areas or in the parking lot.
3. Please do not take food or beverages outside the Community Room or onto the parking lot.
4. Please do not allow anyone to sit or stand on the tables or stand on the chairs.
5. If the kitchen is used, all counter tops must be wiped down and sinks cleaned.
6. No objects may be attached to the walls of the Community Room.
7. The SouthEast Bank sign/logo may not be covered or obstructed from view.
8. No fireworks (including sparklers) inside or outside the building.
9. No parking in any area that would block access to the Drive-thru or ATM lanes. Also NO PARKING on sidewalks at Community Room entrance.
10. Please make sure that all lights are turned off and that all doors are locked before leaving.
11. Alcoholic beverages may not be served and are not allowed on Bank property or in the Community Room. Any violation of this rule will result in the immediate termination of the event. Exceptions may be granted by the Bank in its sole discretion and with

additional requirements including the User providing adequate host insurance (as determined in the sole discretion by the Bank).

12. Sales of any product cannot be conducted in the Community Room or on SouthEast Bank & Trust property.

13. Maximum number of attendees allowed in the Community Room is 200.

User hereby acknowledges that they have been shown the location of the fire alarms, fire exits, fire extinguishers and the telephone in the event of an emergency and they are responsible for disseminating this information as well as the rules listed above to all the guests/attendees of the Function.

User also hereby agrees not to hold SOUTHEAST BANK & TRUST, its employees or agents responsible or liable for any accident, injury or loss resulting from or occurring during any use of the Community Room or on SouthEast Bank & Trust property.

USER

DATE

FUNCTION

FUNCTION DATE

NUMBER ATTENDEES

Accepted:

SOUTHEAST BANK & TRUST

An inspection of the community room and premises will be done following each function. Each user will be subject to additional cost for any damage or required cleaning due to abuse, neglect or accident.