

CU1 Community Room

Reservation Agreement



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Credit Union 1

Overview

Credit Union 1's Community Room is located within our Mountain View Branch at 115 N Bragaw St. in Anchorage. Please review, sign, and attach this Reservation Agreement to your request in order to reserve this space. We look forward to supporting your need!

General Guidelines

Credit Union 1's Community Room is to be used for business purposes only. Personal use and personal events are not allowed. All occupants of the space are expected to maintain appropriate noise levels while utilizing the Community Room, so as not to disturb Credit Union 1 members using the Mountain View Branch.

Parking

If your meeting is during regular branch hours, you must park on Bragaw Street or Richmond Avenue. Do not park in the museum parking lot at any time, and please note that branch parking is reserved for Credit Union 1 members and employees. All members of your group must be informed about this parking policy.

Room Setup

The tables in the Community Room will be in a standard U-shape configuration upon your arrival. When utilizing the room, you may adjust this setup as needed. Once your meeting has ended, please return the tables to the U-shape configuration.

Technical Equipment

The Community Room has presentation equipment (projector and sound) available, but no internet access. You will need to supply your own laptop and power cord to use the display. Thumb drives or disks cannot be used on the CU1 system.

Intercom

There is an intercom located at both doors of the Community Room. The APD substation exit door has one that is connected to the intercom outside the building. Late attendees can call

you from there. The intercom at the branch door is to gain access into the branch when the door is locked. After 7pm, this intercom may not be answered.

Restrooms

The door leading to the restrooms from the Community Room will lock automatically each time the door is shut. We strongly recommend placing the door stop in the door prior to starting your meeting. This will prevent interruptions from users returning to the Community Room from the restrooms.

Checkout

When your meeting is over, please return the Community Room and kitchenette to its neat, clean and tidy condition. Trash may be left in the trash can provided. If your meeting is during office hours, please check out of the space with branch staff. If you end after hours, please exit via the APD substation door and follow up with us the next day to check out. When leaving after hours, do not use the door exiting onto Mountain View Drive, which is for emergencies only.

Room Cancellations

The Community Room should be booked at least 30 days in advance, but no more than 90 days prior to your meeting date. As this is a public space, if you book the room and find you do not need it, please contact us to cancel your reservation. Cancellations must be received at least 48 hours prior to your reservation or they will be considered a "no-show." After three "no-shows," your organization may lose the ability to book this space in the future.

COVID Mitigation

When utilizing the Community Room, all attendees must adhere to current Municipality of Anchorage COVID mitigation advisories and mandates. Information regarding current emergency orders can be found at <https://covid-response-moa-muniorg.hub.arcgis.com/>.

Please sign your name below to acknowledge that you have read and agree to this information. Failure to abide by the Community Room Notes & Agreement may result in your inability to reserve this space in the future.

Signature

Date

Business or Organization