

# CU1 Community Room

## Guidelines and Agreement



1941 Abbott Rd  
Anchorage, AK 99507  
907.339.9485  
800.478.2222  
[cu1.org](http://cu1.org)

## Credit Union 1

Credit Union 1's Community Room is located within our Mountain View Branch, 115 N Bragaw St. in Anchorage. Please review, sign, and return this document to [community@cu1.org](mailto:community@cu1.org) before finalizing your request to reserve the community room space. We look forward to supporting your needs!

**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 will need to find parking 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.

**TECHNICAL:** 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.

**RESTROOMS:** The door leading to the restrooms from the Community Room will lock automatically each time the door is shut. We 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.

**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.

**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 SETUP:** The tables in the room will be set up 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.

**ROOM SCHEDULING:** 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.

**SECURITY CONTACTS:** For non-emergency security concerns related to the Community Room, please contact the appropriate security personnel:

- Security On-Call (After Hours): (907) 339-8598
- Security Desk (Business Hours): (907) 339-8247

For emergencies requiring immediate police, fire, or medical response, please call 911 first, then notify security as appropriate.

Failure to abide by the Community Room Guidelines & Agreement may result in your inability to reserve this space in the future.