



GUIDELINES FOR USE OF MEETING SPACES

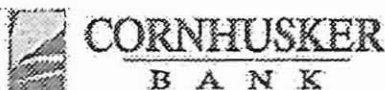
Use will be available only to groups with whom the bank or current bank associate has an affiliation and are approved by the President/CEO or Chairman.

Reservations for use will be required in advance and shall be granted at the sole discretion of Cornhusker Bank and/or its designated representative, on a first-come, first-served basis. It is our practice not to reserve space for recurring meetings on a weekly or monthly basis. Cornhusker Bank requires that registration fees not be required of attendees for events at Bank facilities.

Audio visual equipment is installed in available spaces at Cornhusker Bank Center. Users will be provided with training for use and will be solely responsible for the proper and appropriate use of such, including returning all items to the condition in which they were found. Cornhusker Bank will not provide non-fixed presentation equipment such as a laptop computer, for events which the bank is not sponsoring and attending.

GUIDELINES FOR USE:

- Those using any Bank facilities must agree to and abide by directives herein and any as such may be added on a case-by-case basis.
- User must sign an agreement and such signer must be in attendance and bear responsibility for set up, clean up, security, payment of the rental fee (if applicable), and returning the room(s) to original condition.
- User will be liable for loss or damage to the building or its contents caused by Lancaster County or its agents or employees. If further cleanup is required by employees, a fee will be assessed at a rate of \$30 per man hour.
- Use must be approved and scheduled in advance.
- User is responsible for all agents or employees present at the event. Minors must be supervised at all times while on the premises, both indoors and out. Children must remain in the areas designated for use at all times and be monitored by User, particularly when using the restroom facilities.
- Due to fire regulations, certain doorways and hallways must remain open.
- User should monitor hallways adjacent to the designated use area.
- At no time should guests be allowed access to any area other than that contracted for the event.
- Dishes, service ware and flatware in the kitchen or community room at Cornhusker Bank Center may not be used. (These items are for use at Bank events only.)
- Waste is to be confined to the provided receptacles. Users are not required to remove waste from the building, but are asked to tie bags when food waste is present.
- Nothing (including tape) may be attached by any means on the painted walls, woodwork, glass or ceiling tiles. Decorations must be approved prior to use. User is responsible for the set-up and tear-down of the space, including any approved decorations.
- No equipment may be brought in without prior approval.
- Furniture and other items in the room must remain in the room.
- Food and beverages are permitted in designated areas, only. No Kool-Aid based, red or grape drinks may be served because they permanently stain the carpet/floors and surfaces when spilled/dripped.
- The facility must be left clean and orderly following use and completely vacated by the designated time.
- All arrangements will be made in advance with the Bank contact person. A mobile telephone number for User must be provided.
- Available refrigerator or freezer space may be used, but please do not move or remove items. Large iced tea and coffee percolators are available for brewing (user must provide coffee/tea). All disposables and condiments for coffee service must be provided by the user. Do not overload electrical circuits. Use of unapproved extension cords is prohibited. If multiple electric items will be in use, proper use and approval of extension cords must be made in advance.
- The following are PROHIBITED from use on Bank property:



CORNHUSKER BANK CENTER • 8310 D Street (84th & O)
AGREEMENT FOR USE

Community Room adjoining kitchen: (seats 144) *Limited use available during business hours. Damage deposit of \$250 required.*

Dining Conference Room: (seats 12)

2nd floor Conference Room (seats 14) available for use ONLY during regular bank business hours

4th floor Conference Room (seats 14) available for use ONLY during regular bank business hours

Lecture Room (seats 16) available for use ONLY during regular bank business hours.

Date of Event: Thursday, 9/21/2017 Time: From 7:30 am to 12 pm am/pm (circle one)

9-21-2017 AM

Indicate earliest and latest participant arrival 7:32 am, 8 am

User Contact Information: _____ for profit

Business/Community Group: LANCASTER COUNTY BOARD (Mozetta Genuth) not for profit

Telephone: Office 402-441-7449 Cell _____ Other _____

Email address: mgenuth@lanaster.ne.gov

Mailing address: _____

Bank Sponsor: _____

Approximate number attending: Adults 30-50 Children 0

I understand that I must be present during and am responsible for all setup, cleanup (returning the room to its original condition), and security, and that I must attend the event itself. Lancaster County agrees to be liable for any loss or damage to the building or its contents caused by Lancaster County or its agents or employees. I understand that if further cleanup following the event is required, there may be additional charges payable by Lancaster County.

I have read and agree to Cornhusker Bank's policies for use, guidelines and prohibitions as set forth. The undersigned parties affirm and allege that they are duly authorized to sign on behalf of their organizations and to bind them to the terms of this agreement.

Executed for Cornhusker Bank by:

By [Signature] Title President/CEO Date 5-1-2017

Executed for LANCASTER COUNTY by:

By [Signature] Title Chair Date 5/19/17

- o Alcoholic beverages
- o Smoking, vaping or any such similar activity
- o Use of devices or objects that emit potentially dangerous emissions (such as open flames of any type, fumes, smoke, etc.). Fuel used with chafing trays will be permitted.
- o Use of anything that may be defacing to the building such as thumbtacks, pushpins, paint, nails, tape, etc.
- o Use of rice or birdseed or confetti of any kind, indoors or out
- o Unruly behavior
- o Sporting/recreational activity in the parking lots or landscaped areas of the Bank
- o Weapons of any kind
- o Pets, except for "Service Animals"
- o The Bank reserves the right to add to the list of prohibited items at any time

Cornhusker Bank reserves the right to full access to all activities at any time and the right to cancel or refuse the use of any room for any reason.

All Bank premises are under constant camera surveillance and alarms may be armed in areas of the building User is not authorized to enter. Any attempts to enter alarmed areas or cause alarms to activate will result in law enforcement and bank security official notification. User may be responsible for costs incurred due to false alarms activated by guests during use of the premises.

Cornhusker Bank shall not be held responsible for loss, damage or theft of any equipment or personal articles owned, leased or rented by people, groups or organizations using the facility or injury caused by negligence of User and guests.

User will be required to pay or reimburse the Bank for the repair of damages that occur on the premises during User's event caused by Lancaster County or its agents or employees.

The User and any group or organization undertaking the use of the facility shall agree, by signing the agreement to indemnify, hold harmless, and defend Cornhusker Bank, its officers, agents, representatives, officials and employees from and against all claims and costs arising from use of the facility caused in whole or in part by Lancaster County or its agents or employees. This section will not require User to indemnify or hold harmless Cornhusker Bank for any losses, claims, damages and expenses arising out of or resulting from the negligence or willful conduct of Cornhusker Bank.

AVAILABLE SPACES AND APPLICABLE FEES:

DAMAGE DEPOSITS IN THE AMOUNT OF \$250 ARE REQUIRED FOR USE OF ALL MEETING SPACES

APPLE'S WAY 6100 Apples Way (63rd & Highway 2):

- 1) Apple's Way Community Room will be available only during regular bank hours (M-F 8:30 am-5pm; Sat 8:30am-11:30am *excluding all bank holidays*) at no charge. A bank associate must be available for security lock up after each event.

CORNHUSKER BANK CENTER 8310 O Street (84th & O):

- 2) Community Room adjoining kitchen: (seats 144) Limited use will be available during business hours at no charge. Use of the Community Room outside of regular bank business hours will be reviewed on a case-by-case basis.
- 3) Dining Conference Room: (seats 12) Use of the Community Room outside of regular bank business hours will be reviewed on a case-by-case basis at no charge.
- 4) Conference Rooms: (seats 14) Conference Rooms on the 2nd and 4th floor of Cornhusker Bank Center will be made available for use ONLY during regular bank business hours at no charge.
- 5) Lecture Room: (seats 16) will be made available for use ONLY during regular bank business hours at no charge.

CHANGES APPROVED BY: 
 CHANGES APPROVED BY: 

for Cornhusker Bank 5-7-2017
 for Lancaster County 5-9-2017