

2020 Community Room Booking Package

Dear Community Group,

WFCU Credit Union is pleased to provide **complimentary Community Room facilities** to local not-for-profit **community groups, service clubs and charitable organizations**. **Please note, all Community Room users must be members of WFCU Credit Union and operate a Community 1 Account.**

All groups interested in using a community room, are asked to apply by completing the attached forms.

The **2020 Community Room Booking Package and Forms** are attached. Please complete the application form and return it to any WFCU Credit Union retail location, or email to communityinvestment@wfcu.ca, along with a signed copy of the Community Room Guidelines. **Please note, applications will not be considered unless the application is complete and the guideline document has been signed by both contacts.**

A Community Room is available for group use at nine of our retail locations. There is no room available at our University of Windsor location. **Every attempt will be made to accommodate your meeting date requests, however when necessary an alternative retail location will be offered.** To assist you with your Community Room decision making, refer to the attached information sheet, indicating the location and further details pertaining to each Community Room. To help us update our records please fill in all sections of the attached forms, as with all applicable information.

Meetings may be scheduled during operating hours and after close at each retail location, until 10pm, with the exception of our South location on Dougall. This room can only be booked after operating hours due to limited parking. Wi-Fi is available at each location.

Thank you for your interest in WFCU Credit Union's Community Rooms. Upon receiving your completed application, signed guideline form, and information sheet, we will be in contact to confirm your requested dates and Community Room assignment. **Should you require further assistance, please do not hesitate to contact Beth Ann Prince, Manager, Member Engagement & Community Investment, at 519-974-3100 x 1290**

Sincerely,
WFCU Credit Union

Beth Ann Prince
Manager, Member Engagement & Community Investment

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*Community Rooms are available for use until 10:00 P.M.

In case of an emergency (i.e. fire or medical), please follow regular emergency procedures and call 911. In case of an urgent situation (i.e. the door to the Retail Location will not close & lock) please call the appropriate number listed below.

Amherstburg Location:
 322 Sandwich Street South
 Amherstburg, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 7:00pm
Friday	9:30am – 6:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 10 people
- Parking: Several spots available during branch operating hours
- **In case of an urgent situation, please call:** Amherstburg Manager 519-567-2389

Downtown Location
 300 Ouellette Ave
 Windsor, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 6:00pm
Friday	9:30am – 6:00pm
Saturday	CLOSED
Sunday	CLOSED

- Room accommodation: approximately 10 people
- Parking: Street parking only
- **In case of an urgent situation, please call:** Downtown Manager 519-996-0069

Kingsville Location
 410 Main Street East, Unit 300
 Kingsville, ON

****Not available until December 1, 2019****

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 6:00pm
Friday	9:30am – 6:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 10 people
- Parking: Several spots available during branch operating hours
- **In case of an urgent situation, please call:** Kingsville Manager 519-567-7494

LaSalle Location:
 5932 Malden, Village Plaza
 LaSalle, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 7:00pm
Friday	9:30am – 7:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 25 people
- Parking: Several spots available during branch operating hours
- **In case of an urgent situation, please call:** LaSalle Manager 519- 965-3377
 LaSalle Assistant Manager 519-971-4622

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Leamington Location:
318 Erie Street South
Leamington, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 7:00pm
Friday	9:30am – 6:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 20 people
- Parking: 10 spots available for branch operating hours
- **In case of an urgent situation, please call:** Leamington Manager 519-982-5432
Leamington Assistant Manager 519-819-2250

Main Location:
2800 Tecumseh Road East
Windsor, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 6:00pm
Friday	9:30am – 6:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 30 - 40 people
(Please note the room is located in the basement of the building. Elevator access is available during business hours only.)
- Parking: 10 spots available at the North side of the parking lot during branch operating hours
- **In case of an urgent situation, please call:** Main Manager 519-996-2790
Main Assistant Manager 519- 567-6831

Riverside Location:
1100 Lauzon Road
Windsor, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 6:00pm
Friday	9:30am – 6:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 25 people
(Please note the room is located in the basement of the building. There is no elevator access).
- Parking: 2 spots available during branch operating hours
- **In case of an urgent situation, please call:** Riverside Manager 519-567-4894
Riverside Assistant Manager 519-984-2013

South Windsor Location:
3077 Dougall Avenue
Windsor, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 7:00pm
Friday	9:30am – 7:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 20 people
(Please note the room is located in the basement of the building. There is no elevator access).
- Parking: Available parking at Harvey's next door
- **In case of an urgent situation, please call:** South Manager 519- 567-4863
South Windsor Assistant Manager 519-551-2084

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Tecumseh Location:
1695 Manning Road
Tecumseh, ON

Hours of Operation*:

Monday to Wednesday	9:30am – 5:00pm
Thursday	9:30am – 7:00pm
Friday	9:30am – 7:00pm
Saturday	9:30am – 3:00pm
Sunday	CLOSED

- Room accommodation: approximately 10 people
- Parking: 10 spots available during branch operating hours
- **In case of an urgent situation, please call:** Tecumseh Manager 519-982-0133
Tecumseh Assistant Manager 519-982-9724

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GROUP & CONTACT INFORMATION

Please Check All That Apply

Our group currently uses/has used WFCU Credit Union Community Rooms in the past

Name of Organization/Community Group: _____	
Organization Address: _____	Postal Code: _____
City: _____	Email/Website: _____

Contact Person #1: _____	
Mailing Address: _____	Postal Code: _____
*Email: _____ <small>*Future Correspondence may be done via e-mail</small>	
Phone: Day: _____	Evening: _____
Fax: _____	Other: _____

Contact Person #2: _____	
Mailing Address: _____	Postal Code: _____
*Email: _____ <small>*Future Correspondence may be done via e-mail</small>	
Phone: Day: _____	Evening: _____
Fax: _____	Other: _____

Brief description of group's function: _____

Please indicate the nature of room usage i.e. Presentations, board meetings, seminars, etc.: _____

Does your organization have a **Community 1 Chequing Account** with WFCU Credit Union?
 Yes No (Effective January 1st 2017 – All Community Room users must have a Community1 Account with WFCU).

If not, can WFCU contact you to explain how WFCU Credit Union membership can benefit your non-profit organization? Yes No

How did you hear about WFCU Credit Union's Community Rooms? _____

Does your organization require use of an elevator or require wheelchair access? Yes No

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Meeting Date Preference: Community Rooms may be booked a maximum of bi-monthly (twice per month) by the same group. Additional meeting time requests are subject to room availability. Please indicate your meeting preferences for 2020 by selecting one of the following options:

Approximate number of people attending meeting: ____ **Length of Meeting:** ____ hrs.

Time of Meeting: ____ a.m. ____ p.m.

Frequency of use: Bi-monthly Monthly Occasional

Specific Meeting Date/Time Requested for 2020 (attach sheet if necessary)

1st choice

Location:	<input type="checkbox"/> Amherstburg	<input type="checkbox"/> Downtown	<input type="checkbox"/> LaSalle	<input type="checkbox"/> Leamington	<input type="checkbox"/> Main		
	<input type="checkbox"/> Riverside	<input type="checkbox"/> South	<input type="checkbox"/> Tecumseh	<input type="checkbox"/> Kingsville (Not available until December 1 st)			
Week of the month:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> Last		
Check One:	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday

2nd choice

Location:	<input type="checkbox"/> Amherstburg	<input type="checkbox"/> Downtown	<input type="checkbox"/> LaSalle	<input type="checkbox"/> Leamington	<input type="checkbox"/> Main		
	<input type="checkbox"/> Riverside	<input type="checkbox"/> South	<input type="checkbox"/> Tecumseh	<input type="checkbox"/> Kingsville (Not available until December 1 st)			
Week of the month:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> Last		
Check One:	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday

3rd choice

Location:	<input type="checkbox"/> Amherstburg	<input type="checkbox"/> Downtown	<input type="checkbox"/> LaSalle	<input type="checkbox"/> Leamington	<input type="checkbox"/> Main		
	<input type="checkbox"/> Riverside	<input type="checkbox"/> South	<input type="checkbox"/> Tecumseh	<input type="checkbox"/> Kingsville (Not available until December 1 st)			
Week of the month:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th	<input type="checkbox"/> Last		
Check One:	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday



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Additional comments and suggestions are welcome. _____

Thank you for your request. We will evaluate all requests and get back to you as soon as possible with confirmation on which dates we have set aside for your group/organization.

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- The Community Rooms may be booked on a bi-monthly basis (twice per month maximum) by the same group. Additional meeting time is subject to availability. WFCU Credit Union has the right to review the purpose of the use of the room and approve or decline.
- Whoever has signed for the keys will assume responsibility of the keys; should the keys be lost while in your possession, the group may be held responsible for costs incurred for obtaining new locks and keys for that location. WFCU Credit Union must be notified immediately should keys be misplaced.
- **Keys must be picked up and signed out the day of the meeting by Contact Person #1 or #2. Except for in instances where a meeting is held on a Sunday, or before 9:30am and therefore the key should be picked up the day prior to the scheduled meeting.** An alternate key pick up person is permitted only with prior notification to WFCU Credit Union by Contact Person #1 or #2. This person must assume responsibility for the key, equipment and locking the facility following the meeting.
- **Do not post signs on the Community Room doors and do not prop the doors open to a WFCU Credit Union location at any time. This is a security breach.**
- Should the organization contact person(s) change, please notify WFCU Credit Union immediately with the name of the new contact person.
- Meetings should be completed by 10:00 P.M.
- **WFCU community rooms may not be used for any event in which tickets are sold, registration fees are charged, or revenue is made. Promotion of use of the room is not permitted. i.e. posters promoting a workshop or seminar indicating the location (Community Room).**
- Groups are responsible for basic cleanup and personal belongings are not permitted to be stored in the Community Rooms.
- Please return the seating arrangement to the original placement (Main Location – U shaped set-up). Ensure lights have been turned off and door is securely locked when leaving. After business hours, should you encounter any problems with securing the building upon your departure, please notify the cleaning personnel in the building prior to leaving, or contact the Sales Manager or Assistant Sales Manager.
- At the end of each meeting: Place the key that was provided at the time of pick-up into the night depository box at the retail location. Please call 519-974-3100 for further information as to the proximity of the night depository at each location.
- **No smoking, candles, pets or alcoholic beverages are allowed at any Community Room location at any time.**
- Any equipment malfunction must be reported to the retail location immediately.
- Contact person(s) may feel free to contact a member of the Community Investment department to set up a tour of the facility or for further information.
- We will only hold a room booking for 24 hours. If a booking is not confirmed within 24 hours, WFCU has the right to cancel that booking.
- Damage, destruction, or theft of (company) property, or private property and furnishings is prohibited and will be the responsibility of said party.
- Please do not adjust the temperature in the room.

By signing below, I am indicating that I have read and understand the guidelines as outlined above. I verify that the group booking the Community Room is a **registered charity, non-profit organization, or service club with a WFCU Community1 Account**. I further understand that I am responsible for the individuals who will be attending the meetings and hereby ensure that all attendees will abide by the Community Room Guidelines.

Contact Person #1

Contact Person #2

Dated: This ____ day of _____, 20__

Dated: This ____ day of _____, 20__



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Dated: This ____ day of _____, 20__

Dated: This ____ day of _____, 20__

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Our WFCU Credit Union Community Rooms are complimentary to Community Groups across Windsor and Essex County. WFCU Credit Union strives to keep our community groups informed of any new products or services we offer as well as any new initiatives we have in the community. You can look forward to a short briefing by one of our Managers from our Retail locations early in the New Year.

I understand that a short welcome and presentation will be conducted to our Community Group by the Retail Manager at our meeting location.

Contact Person #1

Contact Person #2

Dated: This ____ day of _____, 20__

Dated: This ____ day of _____, 20__