



Merritt Community Room Information Sheet Community Organization/Business

We're only as strong as the members and the communities we serve. That's why community involvement is at the heart of everything we do. We're pleased to offer a free-of-charge meeting space to give local community organizations and small businesses a place to connect with others in our community to plan, thrive and celebrate!

About Our Merritt Branch

Located at 1959 Voght Street, our Merritt branch assists members with all of their banking needs including investments and lending. We are pleased to offer a Community Room for local community organizations and small business owners to hold meetings and small celebrations.

Community Room Amenities

- 24-hour access
- multi-media equipment (to use the large-screen TV you will need to bring your own laptop. We provide the cables)
- large meeting table with seating for 10-12
- white boards (we typically stock markers but you may wish to bring your own just in case)
- Wi-Fi access
- Please bring your own food/beverages, drinking water is not supplied.

Eligibility for use:

- Community-based, non-profit, volunteer, public service, or charitable organizations
- Small business owners
- Locally-based organizations will be given preference
- Booking request submitted at least three (3) business days in advance of the meeting

We are unable to provide the room to groups that:

- Intend to use the room as a venue to conduct sales, for personal use or for family functions.
- Have strong political or religious affiliations.
- Could be viewed as a conflict of interest for Interior Savings, i.e. organizations or activities which are considered to be controversial, or where Interior Savings considers the issue to be one about which our members may have significantly divergent views.

Prior to using the room

Groups requesting to use the Community Room must attend an orientation tour with Interior Savings staff prior to using the room. During the orientation, we will show you the space and equipment. If required, we will provide you with a FOB (an electronic key) to access the Community Room after normal Interior Savings Merritt Branch hours and will show you how to turn on the alarm. We will also ask you to sign a liability waiver form.

Wireless

Wireless internet can be accessed by searching for 'IS Guest Wireless' on the wireless network. Internet Explorer may automatically launch or you may need to manually launch. You will be prompted to provide a valid email address and then you will be connected. Groups must agree that all wireless traffic

is monitored, is not to be used for illegal activities, or to view inappropriate content. Violation of these guidelines will result in group being denied access in the future.

Photo of space

