



**1101 FIRST ST SE
NEW PRAGUE, MN 56071
(952) 758-4491**

POLICY FOR USE OF MEETING ROOMS

The meeting rooms at State Bank of New Prague are rent free as an initiative to enhance and support the New Prague Community. Our facility has been designed specifically to meet the needs of surrounding groups and organizations. In order to continue this initiative, the State Bank of New Prague requests the following rules be adhered to regarding the usage of the meeting rooms:

1. **Entrance to the building:** Will be allowed only with your designated key. This will only open the front door to the building. No objects are to be placed in doorway to "hold" the door open for participants.
2. **Rearrangement of the room:** It is the responsibility of the individuals or group using the room to do this and put things back in the order that it was found.
3. **Garbage:** All individuals or groups are requested to clean up after themselves. This includes bagging up any garbage and hauling it outside to the parking lot to the enclosed container behind the wooden doors.
4. If refreshments and food are desired, it is the responsibility of the group to furnish them. Coffee pots, crock pots, roasters, etc. may be brought in. Any property damage costs incurred will be the responsibility of the group. The group agrees to pay or reimburse State Bank of New Prague for costs to repair any damages.
5. The State Bank of New Prague reserves the right to cancel your reservation at any time.
6. All attendees at the meetings or functions are to have exited the building by 10:00 p.m.

Individual or Group Representative Signature

Date