

Community First Conference Center Agreement

In an effort to put *Community First*, The Ohio Valley Bank Company (“Bank”) agrees to grant an individual or group (“Host”) public use of the Community First Conference Center (“CFCC”) located on the third floor of OVB on the Square, 360 Second Avenue, Gallipolis, Ohio, pursuant to the following stipulations. For the purposes of this agreement, the CFCC encompasses the third floor meeting room, kitchen, restrooms, rooftop patio and access to those points.

1. ELIGIBILITY. To be eligible to reserve the CFCC, you must be at least 21 years of age and be:
 - a. a resident, business, or non-profit organization of Bank’s service area, OR
 - b. a customer of Ohio Valley Bank or Loan Central, OR
 - c. an employee of an Ohio Valley Banc Corp. company or member of an employee’s household.

Public use is limited to non-profit organizations, businesses, or service clubs. Personal parties hosted by non-employees (such as birthday parties, baby/wedding showers, graduation parties, sports team celebrations, etc.) are not permitted.

The CFCC is not available for the purpose of promotion or sales, conducting classes/seminars for profit, or for political events/fundraisers. Final determination regarding eligibility to reserve the CFCC rests with Bank management. Bank management reserves the right to deny or cancel any reservation request and assumes no liability if such action occurs. Materials promoting the event must include the following statement: The Community First Conference Center at OVB on the Square is available for public use. Use of the facility does not imply a recommendation or endorsement by the bank.

2. AVAILABILITY. Bank-hosted events have first priority. The CFCC is available for reservation Monday through Friday from 5 p.m. to 9 p.m. or Saturday 9 a.m. – 9 p.m. Special arrangements may be made for meetings before 5 p.m. on weekdays at the discretion of Bank management. The CFCC is not available on federal holidays, Columbus Day, Good Friday, and Black Friday. Reservation window (time between first arrival to final departure) may not exceed a total of six hours.
3. RESERVATIONS. Reservation requests must be made online at the Bank’s website, www.ovbc.com. Once received and approved by the Bank, the Bank will submit this agreement for signing to the Host via the email provided on the reservation request. Reservation hours must include setup and clean up time. A reservation is not confirmed until this agreement is signed and the refundable deposit is received by the Bank and receipt of both are acknowledged by the Bank. Reservations are not transferable.
4. REFUNDABLE DEPOSIT. A refundable deposit of \$100 is required to reserve the CFCC. This deposit is forfeited if there is any damage to the room or property within, extra janitorial services are necessary, or if the Host does not vacate the room at the end time designated for the reservation.

5. FEES. There will be no fee charged for non-profit or personal use. For-profit Hosts will be assessed a \$50/hour nonrefundable fee (maximum fee \$500) for use of the room. Time includes setup and cleanup. All profits from this fee will be donated to the OVBC Employee Community Fund, which supports local charities. Fee will be refunded for cancelled events.
6. FOOD & CATERING. Bank will not provide any food service or catering. Outside caterers are permitted. Host may use kitchen equipment and storage during the time of the reservation only.
7. SUPPLIES. Bank will not accept deliveries on behalf of the Host. Storage of equipment or materials is not permitted in the CFCC. Items for the event, must be brought in and removed during the reservation timeframe only. Items left in the CFCC will be discarded. Bank is not responsible for items brought to or left in the CFCC or on the grounds.
8. INSURANCE. The Bank reserves the right to require additional liability insurance when appropriate at Host's expense.
9. FURNITURE. Host will provide a tablecloth or other protective covering on tables on which food/drink is served or consumed. Tables linked by power cord may not be disconnected or moved. Following the use of the CFCC, Host must return the CFCC to its original state. No Bank-owned furniture shall be removed from the third floor; inside furniture may not be placed on the patio.
10. OCCUPANCY. Maximum occupancy of the meeting room is 73 persons; however, it is not recommended for use with groups larger than 40 persons if guests will be seated at tables. Maximum capacity for the elevator is 3500 lbs. or 21 persons. There is seating for 40 on the patio. Chairs and tables are available for use.
11. SUPERVISION. No climbing or leaning over the patio rail. There must be one adult present for every ten children ages 0-17.
12. PARKING. Street parking is available. Parking is also available at the rear of the building on weekends and after 5 p.m. on weekdays. Handicap parking spaces are located in the rear parking lot. The curb at the rear of the building serves as a temporary unloading/loading zone. Bank is not responsible for vehicles, items left inside vehicles, or parking tickets.
13. LICENSES. Groups that play videos/music or host live performances must secure all necessary performance licenses as provided by law and indemnify the Bank for any failure to do so. Host must adhere to any volume requirements set forth in Gallipolis city ordinances.
14. ENDORSEMENT. Bank makes no endorsement, express or implied, of any non-Bank event or activity held in the CFCC. The name, address, and telephone number of the Bank may not be used as the official address or headquarters of an organization. Hosts found to be in violation will be barred from future use.

15. **CLEANUP.** Host is responsible for cleaning the CFCC and returning it to its original state after the event. Any and all decorations and supplies brought in, must be collected or disposed of upon departure. A vacuum is available upon request. Bank will be responsible for trash removal; Host must collect all trash into garbage bags and set in kitchen.

16. **RESTRICTIONS.**

- a. No alcohol or tobacco on premises. No smoking inside or on patio, including use of e-cigarettes.
- b. No firearms are permitted on the premises.
- c. No open flame or flammable devices such as flame candles, fireworks, or space heaters. Birthday candles on a cake are permitted.
- d. No dark-colored liquids (red punch, Kool-aid, etc.; coffee/tea is acceptable)
- e. Nothing may be hung on walls, doors, windows, wood trim, or from the ceiling.
- f. No inflatable amusements such as bounce houses.
- g. No animals.
- h. Do not prop open and leave unattended any of the exterior doors at any time.
- i. Do not leave inflated balloons in the facility after your event as the movement will trigger alarms. Host will be responsible for fines from false alarms triggered by left behind balloons.
- j. Do not remove appliances from kitchen (coffee maker, microwave, etc.).
- k. Food and drinks should be served in the kitchen or on the patio if possible. Use tablecloths or other protective barriers on tables in the meeting room. Wet, hot, or cold items will damage wooden tables in the meeting room if placed in direct contact with wood.
- l. Do not plug any device or cord into network or phone ports. Do not use Bank-owned computers. Any attempt at unauthorized access to Bank records or systems will be prosecuted to the furthest extent of the law.
- m. Host agrees to abide by all local, state, and federal guidelines.

17. **RESPONSIBILITY.** The person entering into this agreement as the Host or the Host's representative must be in attendance during the event, maintain orderly conduct of the group, and is financially liable for damage to the CFCC (including furnishings and equipment). Bank staff may attend or observe any event at any time. Bank assumes no responsibility for injuries that may occur on the property.

18. **SURVEILLANCE.** Security cameras are in place. The property is under security surveillance at all times. It is the Host's responsibility to disclose this to their guests if needed.

19. **EMERGENCY.** The Bank reserves the right to cancel CFCC reservations without notice in the event of an emergency, such as weather-related closings or unsafe building conditions. When the Bank must close the CFCC due to an emergency, all efforts will be made to notify the Host.

Host agrees to protect, defend, indemnify and hold the Bank, its officers, directors, employees, and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and character arising out of or in connection with any acts or omission of the Host negligent or otherwise, and its employees, directors, officers, agents, guests, or independent contractors. Host agrees to pay all damages, costs, and expenses of the Bank in defending any action arising out of the aforementioned acts or omissions.

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