



The Savings Bank
Local. Innovative. Trusted.

COMMUNITY ROOM RESERVATION REQUEST
84 Main Street | Andover, MA 01810
781-224-5425 | email: marketing@tsbdirect.bank

NAME OF Andover ORGANIZATION: _____

ORGANIZATION'S PURPOSE: _____

INDIVIDUAL SUBMITTING REQUEST: _____

POSITION/TITLE: _____

ORGANIZATION ADDRESS: _____

ORGANIZATION TELEPHONE: _____ FAX: _____

DATE(S) & TIME ROOM NEEDED: _____

EXPECTED DURATION OF MEETING (HOURS): _____

SPECIAL REQUIREMENTS (use reverse if necessary): _____

NUMBER OF EXPECTED ATTENDEES (approximate): _____

IS THIS A RECURRING MEETING? _____

IF "YES", IS REQUEST BEING MADE FOR FUTURE _____
MEETINGS? (Use reverse if additional space is needed for
details)

I agree to abide by the guidelines issued by The Savings Bank (which I have reviewed) with regard to the use of the room. I understand that The Savings Bank will approve/disapprove of this request within three business days.

Signature

Date

For Bank Use Only

Approved by: _____

Date: _____