

Room Request

Timberline Bank Headquarters

Organization & Coordinator Information

Name of Organization: _____

Representative Contact Information

Name: _____

Phone Number: _____ Email: _____

Room Information

Is your organization one of the following:

Non-Profit ☐ School ☐ Government Agency ☐ Business Customer ☐

***if selecting non-profit please complete page 2**

Is your organization a customer of Timberline Bank?

Yes ☐ No ☐

Community Room

Room Capacity: 30 *Room available during Bank Hours from 9:00 am- 4:00 pm.

Event Information

Purpose of Event: _____

Date: _____ Start Time: _____ End Time _____

Approximate Number of Attendees: _____

Will food be served? ☐ Yes ☐ No

Will you need AV services? ☐ Yes ☐ No

Contribution Tracking
CRA Community Development
Investments



Member FDIC

We request the following information from your organization to determine if the contribution will qualify for Community Reinvestment Act credit for our Financial Institution.
For more questions on this, please reach out to: reception@timberlinebank.com

Select the option that best applies to the your organization, if applicable:

- ☐ Support affordable housing for low-and moderate-income individuals.
- ☐ Target community services toward low-and moderate-income individuals.
- ☐ Promote economic development by financing small businesses or farms.
- ☐ Provide activities that revitalize or stabilize low-and moderate-income geographies, designated disaster areas, or distressed or underserved nonmetropolitan middle-income geographies.
- ☐ State and municipal obligations, such as revenue bonds, that specifically support affordable housing or other community development.

Supporting Documentation or Comments: (website, mission statement, process the organization uses to tract their services/contributions to low/moderate income individuals or services to small businesses etc.)

I understand completing this form is not an agreement, but a request for a Timberline Bank contribution.

Print Name: _____

Signature: _____

Room Reservation Guidelines

In order to ensure your event is successful and that we are able to assist in facilitating a great experience for your guests, we do require the following:

- Room Request Form must be completed in full and emailed to reception@timberlinebank.com at least 7 days prior to the event.
- Room usage is limited to Timberline Bank business customers, non-profits, schools, and government agencies.
- Rooms can be used during weekdays between 9:00 am - 4:00 pm. Early access is not permitted.
- When your room request has been approved, you will receive a confirmation email.
- Conditions of Use:
 - Rooms must be left clean and arranged as found.
 - Recurring reservations are not permitted.
 - Requests are subject to availability.

By filling out this form, it is understood that this is a request and not an agreement to use the Community Room.

Questions

For more information, please reach out to the Timberline Bank Reception Team at reception@timberlinebank.com or call our main line at (970) 683-5560.