

Family First Credit Union

Hapeville Office Board Room

Guidelines and Procedures

General Statement

This policy is written to ensure the safety and security of Family First Credit Union's employees and visitors when the Hapeville Office Board Room is used by those other than Family First Credit Union Board, etc.

Visitors of Family First Credit Union are our guests and will be treated with the same respect and courtesy that we give to our members every day.

Requirements for using the Family First Credit Union's Board Room

- Requests from outsiders and staff for using the Hapeville Office Board Room must be made in writing to the CEO. (Email is acceptable) The *Request for Use of the Hapeville Office Board Room* must be completed before the request is considered.
- Requests should be made no less than two weeks in advance of the meeting date.
- The requestor will be notified of the decision in writing by the CEO or a designated coordinator of the credit union.
- A list of attendees must be provided to the CEO or a designated coordinator of the credit union no later than one week in advance when using the board room.
- Cancellations should be communicated to the credit union's CEO or designated coordinator immediately to avoid unnecessary preparations.

Requirements for entering the building

- Family First Credit Union is open Monday – Friday from 9:00am – 5:00pm (Summer hours are from 9:00am – 4:00pm)
- The credit union does not open its doors to members or guests before 9:00 am.
- Guests should park on the right side of our building so as to not affect member parking in the front of the building.
- Guests will enter the building through the front door. Entering or exiting the building through the back door is prohibited.

- Guests will check in with our security officer located at the teller station before being escorted to the Board Room.
- Each guest will sign their name by their printed name on the Guest Log and must present a valid government issued ID.
- Name tags will be provided for each guest to wear for the duration of their visit at the credit union. Their name tag must be worn at all times. Name tags should be returned to the Security Officer after signing out on the Guest Log.

Information Technology Requirements

- Request for equipment for the purpose of presentations must be requested at least two weeks in advance. Equipment and/or IT requests will be coordinated by the Family First Credit Union IT Manager.

Use of the Board Room

- The Board Room will be ready 30 minutes prior to the approved start time.
- The Executive Restroom is located right outside of the Board Room and may be used by our guests.
- All questions will be answered by the designated credit union coordinator.

Requirements for exiting the building

- Family First Credit Union closes promptly at 5:00pm (4:00pm during the summer). There are no exceptions.
- Members and guests are not allowed in the building after 5:00pm.
- All guests must sign out with our security officer located at the teller station before leaving the building to ensure everyone is out the building before alarms are set.