



The Community Room at our Lumberton branch was created with the needs of local organizations and non-profits located in our six-county field of membership in mind.

Below you will find answers to Frequently Asked Questions about the space.

### **Venue Description**

The Community Room is located adjacent to the Education First FCU branch in Lumberton, Texas, located at 199 LHS Drive.

The room is approximately 1,836 square feet and measures approximately 43'6" wide x 35' 8" deep.

It is equipped with retractable shades and classroom-style seating available for 48 people. The maximum room capacity is 105 people.

### **Availability**

The room is a resource available to local groups and organizations with operations located in our field of membership (Jasper, Jefferson, Hardin, Newton, Orange, and Tyler counties). Credit union membership is not required to utilize the space.

The cleaning fee for use of the room is currently waived and subject to be reinstated at a later time.

The room is available at the credit union's discretion during the following hours:

***Monday – Friday 7 A.M. – 7 P.M.***

***Saturdays - 9 A.M. – 6 P.M.***

Reservations may be made up to 60 days in advance.

Availability - The room is not available for use on the following dates: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. Credit union-hosted events are subject to priority scheduling. The credit union and its board of directors reserve the right to approve or deny a request for use of the room.

### **Acceptable Use Policy**

The room is designed for meetings and gatherings of local businesses and non-profit organizations.

The following events are not permitted in the space: weddings or receptions, anniversary parties, birthday parties, Quinceañeras, bachelorette/bachelor parties, wedding or baby showers or graduation parties.

## **AV & Technical Equipment**

The room is equipped with two (2) 65-inch by 104-inch screens (one retractable at the front of the room, and a second mounted to a side wall), an HDMI projector, and one cordless microphone.

Guest Wi-Fi is available, and a password will be provided to the renter upon execution of the agreement.

AV or technical assistance is not provided with room rental.

## **Kitchen & Restrooms**

Room rental includes access to a galley-style kitchenette located on the exterior of the room that is equipped with a countertop, sink, refrigerator, and 13-gallon trash can.

Prepared food and beverages may be brought in, but alcohol is strictly prohibited.

The credit union does not furnish beverages, plates, cups, utensils, or napkins. It is the responsibility of the renter to restore the kitchen area and room to its pre-use state prior to vacating the premises; cleaning supplies are not provided.

There is one men's restroom and one women's restroom on-site; both are ADA-accessible.

## **Reserve Room**

If you would like to request to rent the space, please [click here to access our online application](#).

## **Contact Us**

If you have additional questions, please email us at [LumbertonCommunityRoom@EducationFirstFCU.org](mailto:LumbertonCommunityRoom@EducationFirstFCU.org).

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