



Conference Room Rules

1. Chamber conference rooms can be made available at no cost for Chamber Members only. For all others there will be a nominal charge.
2. Conference rooms must be scheduled at least two (2) weeks in advance and one individual must be designated to take responsibility for their use.
3. Official Chamber activities and meetings always take precedence over other conference room uses.
4. Conference rooms are only available during regular business hours (8 a.m. to 5 p.m.). Any use beyond these hours require the presence of a member of The Chamber staff for security reasons. Hours will be extended only if a Chamber staffer volunteers to be in Chamber offices beyond normal business hours.
5. Use of audio visual equipment in the conference rooms must be scheduled in advance and cannot be guaranteed. If you use our projectors, there will be a small charge.
6. Tables in the conference rooms will not be moved without prior approval of The Chamber.
7. Use of kitchen facilities must be coordinated in advance.
8. There is a small charge for coffee to cover the cost. Water is free.
9. Kitchen facilities must be cleaned and dirty cups/glasses must be put in the dishwasher following your meeting.
10. Following the meeting, conference rooms must be left in the same condition they were found. Table tops wiped, chairs returned to their original position at and around the tables.
11. Any damage to the room, furniture and/or equipment will be charged to the individual signed for the room.

I have read and understand these rules and will take full responsibility adhering to them.

Name _____ Organization/Company

Email _____ Phone _____

Signature _____ Date _____



Conference Room Charges

Conference Room Use

-Chamber Members

-No Charge

-Non Chamber Members

-\$100 per hour

Projector (If available)

-\$10 per hour

Other supplies

-Inquire

Coffee

-\$2.50 per pot

(Approx 10 cups per pot)

Water

-Free