



# 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 the Chamber offices beyond 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 since replacement bulbs cost in excess of \$250 apiece.**
- 6. Tables in the conference rooms will not be moved without prior approval of the Chamber. Table legs and alignment is easily damaged.**
- 7. Use of Kitchen facilities must be coordinated in advance.**
- 8. There is a small charge for coffee only to cover the cost of the coffee itself. 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 understand these rules and will take responsibility for seeing they are adhered to.**

**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**