CONFERENCE ROOM SCHEDULING, POLICIES AND FEES

1. To request the use of one of The Chamber’s conference rooms (conference style seating for 21-25), please fill out the form below. A staff member will respond to your request within 72-hours.

2. Chamber meetings have priority followed by Chamber member requests.

3. There is NO CHARGE to Chamber members for use. However, incidental charges may be assessed (see below).

4. **Non-members** will be charged **$150.00** for up to 2-hours of use and **$75.00** per hour thereafter.

5. **Cleaning**: Members and non-members will be charged **$25.00** if clean-up is required by Chamber staff. This includes kitchen facilities. Clean-up includes:
   - Placing dirty cups, glasses and dishes in the dishwasher.
   - Returning chairs and tables to their original location.
   - Placing trash in trash cans.
   - Wiping down tables.

6. **Projectors**: Members and non-members will be charged **$25.00** for the use of projectors. No charge for Chairman’s Circle members.

7. **Coffee**: Members and non-members will be charged **$15.00** per each container of coffee. No charge for Chairman’s Circle members.

8. Conference rooms are available during regular business hours: 8:00 A.M. – 5:00 P.M. Any request before/after business hours will be considered on a case-by-case basis and are subject to staff member availability.

9. Requesting organizations must ensure sufficient time is requested to allow for preparation/set-up and clean-up.

   **Click here to complete the request form (all fields must be filled in)**

1. Organization/Company name:  
2. Billing Address:  
3. Point of Contact  
   a. Name  
   b. Email  
   c. Phone number  
4. Name of meeting  
5. Date of meeting  
6. Time of meeting: From_____ To_______  
7. Do you have a recurring requirement/request? If so, please provide details:  
8. Number of Attendees:  
9. Is the use of audio visual equipment required? If so, what equipment (i.e., projector, computer, etc.)

I have read the conference room scheduling procedures, policies and fees and agree to pay the appropriate fees.  **ELECTRONIC SIGNATURE**