



## 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**