



## WILLIAM CURTIS SATTERFIELD TECHNOLOGY ROOM RENTAL POLICIES

Thank you for selecting the William Curtis Satterfield Technology Room for your event. Use of the room by members and non-members is for business purposes only and is at the discretion of the Chamber CEO.

The Technology Room may be reserved Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays. To reserve the room, please complete the Technology Room Use Application form and submit with payment 10 days prior to your event.

### RENTAL RATES AND CHARGES

LENGTH OF USE	MEMBER COST	NON-MEMBER COST
Week Day – Up to 4 Hours	\$50	\$100
Week Day – Over 4 Hours	\$100	\$200
Non-Profits (with Proof of 501 Status)	\$50	<i>(same as above Non-Member prices)</i>

Cancellation must be made at least 48 hours prior to the event in order to receive a refund.

There is a security deposit of \$200 for all rentals. The deposit may be paid by credit card or check which will be held until after the event. The deposit will be returned to you after the event, minus expenses to cover any damages or excessive cleaning.

### ROOM AMENITIES

The Technology Room seats up to 10. It has access to free Wi-Fi and a counter for refreshments. Coffee service is available for \$50 and copies can be made for \$0.10 per page.

### GUIDELINES

- Tables inside the room cannot be moved. The Chamber Staff may approve additional tables or chairs. Please leave the room as originally set up.
- Signage for events cannot be placed outside the Chamber building.
- No materials are to be fastened to the walls or hung from the ceiling.
- No smoking is allowed in any part of the building.
- Please leave the thermostat at 68° in winter and 78° in summer.
- Please turn off all lights and fans when leaving.
- Notify the Chamber of any damages, spills, or problems with the room.



CARTERSVILLE-BARTOW  
CHAMBER

**WILLIAM CURTIS SATTERFIELD**  
**TECHNOLOGY ROOM RENTAL APPLICATION**

Are you a Chamber Member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a Chamber Champion? \_\_\_\_\_ Yes \_\_\_\_\_ No

Organization: \_\_\_\_\_

Person Responsible for Facility: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Room Rental Time: (Begin) \_\_\_\_\_ (End) \_\_\_\_\_

*List the entire timeframe you will be using the room, including time needed for event set up and break down.*

Number of Participants: \_\_\_\_\_

*The Technology Room can seat 10.*

Coffee Service (+\$50): \_\_\_\_\_ Yes \_\_\_\_\_ No

I accept the terms of this agreement, agree to adhere to the Technology Room rental policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings, equipment, or the facility. I understand that if I do not give 48 hours' notice of cancellation, I will lose my deposit.

\_\_\_\_\_  
*Signature of Authorized Person (Must be the same as Person Responsible for Facility.)*

\_\_\_\_\_  
*Date*

Rental Fee: \$ \_\_\_\_\_ Cash: \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_ Check No: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_ Credit Card: \_\_\_\_\_

Date Paid: _____	Chamber Approval: _____
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**Cartersville-Bartow County Chamber of Commerce**

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