

## Conference Room/Facilities Guidelines

### I. General

The chamber facilities are available to **any member in good standing** with the chamber, **without charge**, during normal business hours (*weekends with special permission*) when not already scheduled by the office for official Chamber use such as Board and Committee meetings. It simply needs to be scheduled in advance with the Office Manager to avoid conflicts and misunderstandings. An adjacent outside parking lot for about 20 cars is also the chamber's property and is used occasionally by member organizations on selected occasions.

### II. Background of Utilization

Members have enjoyed complimentary use without limitations primarily for meetings, conferences, demonstrations, and sales presentations. Reservations can be informally made by calling the Office Manager (513-422-4551) and reserving space on a first come, first served basis.

### III. Guidelines for Utilization

- No member may reserve space for use by another party.
- Any member requesting use of the facility or a portion of the facility must complete this form in advance.
- Chamber members who use the facility are requested to discard any food and related refuse in the outside dumpster and return the tables and chairs to their original configuration when vacating the premises and returning the facility keys to the office.
- **If carpet is soiled during use, the member will be billed for having carpet cleaned.**
- The Chamber prefers that member caterers be used to provide food. A list can be obtained from the Chamber office.
- Please remember to **instruct all attendees to park in the side parking lot.** (*Front parking is reserved for short-term visitors.*) Member can park in the front lot to unload their car, but must move to side lot for duration of meeting.

*Requestor hereby agrees to hold harmless and indemnify The Chamber of Commerce, their officers, agents and employees from any and all liability, loss, claims, costs and expenses whatsoever related to the use of the facilities.*

Date(s) Requested \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Intended Purpose (*must be business related*) \_\_\_\_\_

Member Name \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_