



Chamber Meeting Rooms

Guidelines

Our complimentary meeting rooms are offered to Chamber members only. Members are encouraged to take advantage of accommodations for their conference meetings and appointments.

Scheduling and Availability

All room reservations must be made and approved by calling The Chamber at 281-367-5777. Reservations are on a first-come, first-serve basis. Rooms are available between the hours of 8 a.m. to 5 p.m., Monday through Friday. NOTE: Due to limited parking, please indicate the number of meeting attendees when making your reservation so that we may ensure availability to accommodate your group. Reservations may be made up to three months in advance.

Member Level	Room Use
Signature	3 days per month
Executive	2 days per month
Premier	2 days per month
Professional	1 day per month
Community	1 day per month
Business	½ day per month

Network & Visual Aids

The Chamber is on a secured Wi-Fi network with HDMI and VGA display connections available. The Chamber's secured password is displayed in the conference room the day of your meeting. The Lakeshore Board Room (up to 50 capacity) and Watertree Conference Room (up to 25 capacity) are both equipped with a LCD projector (ceiling mount) and a retractable screen for viewing. We strongly recommend that you plan ahead for presentations to ensure equipment compatibility.

Room Arrangements

Both the tables and chairs are on casters and can be re-arranged to accommodate your meeting. However, any room arrangements changed from the original setup must be put back in the original arrangement before leaving. Both Lakeshore and Watertree Conference Rooms are separated with a removable air wall if more space is needed. No signs, posters, banners, tables, etc. are permitted in the public hall due to fire code. All activities must be conducted inside the conference rooms and doors must remain closed during all meetings. Please keep noise levels to a minimum. Loud music, speakers or microphones are not permitted. As a courtesy, when taking or making calls, please proceed to a private area so not to disturb other guests.

Food and Beverage

Kitchen accommodations are available to companies who wish to provide catering or a snack while using Lakeshore or Watertree. Complimentary bottled water and coffee will be available for your guests at no additional charge.

For questions and reservations, please call 281-367-5777.