

MEETING ROOMS GUIDELINES

The Chamber offers complimentary conference rooms for our member businesses. We encourage members to take advantage of complimentary accommodations for their conferences, meetings and appointments.

Scheduling and Availability

All room reservations must be made and approved by calling the Chamber 281-367-5777. Limit one use per month, per Chamber member. 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.

Due to limited parking, please indicate the number of the attendees when making your reservation so that we may ensure availability to accommodate your group. Reservations can be made up to three months in advance.

Network and Visual Aids

The Chamber is on a secured Wi-Fi network with HDMI and VGA display connections available. The Chamber's secured password will be displayed in conference room on the day of your meeting. The Lakeshore Room (50-person capacity) and Watertree Room (25-person capacity) are both equipped with an LCD projector (ceiling mount) and retractable screen for viewing.

An additional LCD projector and laptop may be requested (and held with an additional AV reservation) in advance providing there is availability. 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 rearranged by you to accommodate your meeting. However, any room arrangements changed from the original setup must be put back in the original arrangement before leaving.

Both the Lakeshore and Watertree 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 activity 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 will not be permitted. Please monitor the sound level of your presentation. As a courtesy, when taking or making calls from your cell phones, please proceed to a private area so not to disturb other guests that may be using the conference rooms.

Food and Beverage

Kitchen accommodations are available to companies who wish to provide catering or a snack while using the rooms. Complimentary bottled water and coffee (iced tea is available upon request) will be available for your guests at no additional charge. For questions and reservations, please call 281-367-5777.