

CHAMBER MEETING ROOMS



GUIDELINES

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

SCHEDULING & AVAILABILITY

All room reservations must be made and approved by calling the Chamber 281-367-5777. Limit one (1) use per month, per Chamber member. Reservations are on a first-come, first-serve basis. Rooms are available between the hours of 8:00AM to 5:00PM, Monday through Friday. *PLEASE NOTE: 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 3 months in advance. Multiple day meetings must be approved in advance by our President/CEO.

NETWORK & 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 (up to 50 capacity) Board Room and Watertree (25 capacity) Conference Room are both equipped with an LCD projector (ceiling mount) and retractable screen for viewing. The Evergreen (15 capacity) Conference Room is also equipped with an LCD projector (ceiling mount) and retractable screen as well as a full size white board. 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 re-arranged by you to accommodate your meeting. However, any room arrangements changed from the original set-up must be put back in the original arrangement before leaving. Both the Lakeshore Conference Room and Watertree Conference Room 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 & BEVERAGE

Kitchen accommodations are available to companies who wish to provide catering or a snack while using the Lakeshore, Watertree or Evergreen Conference Rooms. However, food is not permitted in the Lakeside & Fountain Meeting (both of these rooms accommodate up to 6 people) Rooms in the lobby. Complimentary bottled water and coffee (iced tea is available upon advance request only) will be available for your guests at no additional charge.

For Questions and Reservations, please call 281-367-5777.

COMPLIMENTARY MEETING SPACE



Lakeshore Board Room



Watertree Conference Room



Lakeside Meeting Room



Fountain Meeting Room



Evergreen Conference Room



Catering Kitchen