

WELCOME CENTER MEETING ROOM POLICY

The purpose of this policy is to provide an orderly and responsible plan for the use and care of the Welcome Center meeting room located at 300 E. Main Street. This policy outlines specific guidelines for facility users.

MEETING ROOM AMENITIES

The meeting room has chairs and tables to accommodate approximately 20 people. A unisex restroom is available. Please note that the meeting room is not handicapped accessible.

USE POLICY

Users must leave the meeting room neat and orderly, and return tables and chairs to their original locations. Trash should be placed in the trash receptacle. No adhesives of any type, tacks, nails, or staples are allowed on any surface.

You must enter through the back door. Please ask your attendees to do the same.

No smoking or alcoholic beverages are allowed in any area of the Welcome Center.

No loud music, vibrations, or noises are permitted.

Please check to be sure the meeting room door is closed and locked when leaving.

The Welcome Center meeting room is available for meetings of a formal adult nature of non-profit organizations and commercial businesses. Non-profit organizations are defined as an association with a 501(C)(3) IRS tax status.

Chamber member non-profit organizations are welcome to use the meeting room at no charge.

Chamber member for profit businesses will be charged \$20 per use or \$100 annually.

Non-chamber non-profit organizations will be charged \$30 per use or \$200 annually.

Non-chamber for profit businesses will be charged \$40 per use or \$300 annually.

RESERVATIONS

The Welcome Center meeting room may be reserved online at mounthorebchamber.com/meetingroom. Reservations are first-come-first-serve. Chamber members receive priority registration. For questions, please contact the Chamber office at (608) 437-5914 or info@trollway.com. Reservations for the following year are accepted beginning November 1 of the preceding year.

MEETING ROOM KEY

The key will now be located in a lock box next to the door. You will receive the pin number to unlock the key upon reservation of the room. After your scheduled use, the key must be returned to the lock box. The key must be returned as soon as you have locked up the meeting room unless other arrangements have been made. Copying the key is prohibited. Please note that users will be responsible for the cost of rekeying the door lock if the key is not returned.

ANNUAL USAGE

Those paying on an annual basis will need to contact the chamber office for an invoice. Once paid, the chamber will provide a unique code to use at checkout when reserving the meeting room online to waive the fee. The code will be valid for the year of purchase.

DISCLAIMER

The Friends of the Mount Horeb Welcome Center and the Mount Horeb Area Chamber of Commerce assumes no responsibility for any property placed in the Welcome Center meeting room area or building entryway in connection with a meeting, exhibit, or display. The Friends of the Mount Horeb Welcome Center and the Mount Horeb Area Chamber of Commerce is hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property sustained by reason of a meeting, exhibit, or display. The Friends of the Mount Horeb Welcome Center and the Mount Horeb Area Chamber of Commerce is not responsible for any equipment, supplies, materials, clothing, or other items brought to the meeting room by any group or individual attending a meeting.

Groups using the Welcome Center meeting room agree to reimburse the Mount Horeb Chamber of Commerce for any and all costs of repair or any and all damage caused directly or indirectly to the room and/or facilities by such use thereof. Persons or organizations refusing to pay damages will be referred to the Friends of the Welcome Center Attorney for legal action.

The use of the Welcome Center meeting room by organizations does not in any way constitute endorsement of the organization's policies or beliefs by the Friends of the Mount Horeb Welcome Center or Mount Horeb Area Chamber of Commerce. No advertisements or announcements implying such endorsements will be permitted.

The Friends of the Mount Horeb Welcome Center and the Mount Horeb Area Chamber of Commerce reserve the right to reject any reservation request.