MEETING ROOM POLICY

PURPOSE
To provide for a uniform method of allocating the use of the Chamber’s meeting room facilities.

POLICY
It shall be the policy of the Newnan-Coweta Chamber:

- Allow only Chamber members and local governments to utilize the meeting room facilities of the Newnan-Coweta Chamber.

- The facility may not be used for a sales or profit-making meeting/activity.

- The use of the room will be controlled and booked by the President or her designee.

- **The Chamber Staff is not responsible for setting up or taking down the room.** It will be the responsibility of those using the facility to set up and take down tables and chairs for their use. **The room must be returned to its original set up.** All Chamber facilities, tables, chairs, kitchen, and equipment used must be cleaned. Trash cans, if full, must be emptied outside. No equipment (chairs, tables, etc.) shall be taken from the building.

- Reserving the meeting room entitles the business/company use of the meeting room only - **NOT THE USE OF THE CHAMBER STAFF.** Special arrangements for use of the kitchen, copier, and telephones must be made prior to the meeting, subject to additional costs.

- There are 2 meeting rooms available for use: 21’x30’ and 42’x30’.

- Meetings must end by 10:00 p.m.

- The Chamber reserves the right to refuse or terminate use of the facility in the event that an activity involving the Chamber requires use of the facility.

- The Chamber reserves the right to refuse or terminate use of the facility in the event that the building, its contents, or the staff is misused.

- A signed copy of the Meeting Room Reservation Agreement must be on file at the Chamber before your meeting. **YOU DO NOT HAVE A RESERVATION UNTIL ALL FORMS HAVE BEEN SIGNED AND RETURNED WITH PAYMENT.**
MEETING ROOM RULES

The Newnan-Coweta Chamber is proud of its facilities and the efforts that were involved in planning and organizing the building. The Chamber is more than happy to allow its members use of the room; however, The Chamber is not a conference center, and therefore does not feature conference center amenities. Please return this page to The Chamber with your Agreement and Reservation forms.

Please use with care and respect the following rules (Initial by each rule):

1. Understand that the Chamber is a place of business, not a conference center. Please be quiet and courteous when in the lobby and other common areas. Please respect the space of the staff and visitors. _____

2. Keep meetings to 25 participants and below (during office hours). After office hours and on weekends, please keep participants to a maximum of 40. _____

3. Return CLEAN tables and chairs to their original configuration when your meeting is adjourned. Failure to do so will result in additional charges. _____

4. Please use trash containers provided, and if needed, place trash in outside receptacles. _____

5. If your meeting is held “after hours” or on the weekend, please turn off lights, set alarm, and lock all doors. _____

6. All meetings must end by 10:00pm. _____

7. Special arrangements must be made and additional charges apply for use of the kitchen, copier, telephone, screen, flip charts, etc. _____

8. The Chamber is a tobacco-free facility. Smoking is strictly prohibited both in the building and on the premises. _____

IN CASE OF MISUSE OR DAMAGE, THE CHAMBER MEMBER RESERVING THE ROOM WILL BE RESPONSIBLE FOR ANY DAMAGES.

I have read each of the rules above and agree to abide by them.

___________________________________  _________________________
Name                                        Date

___________________________________  _________________________
Chamber Organization/Company Name           Email
Your specified date and time WILL NOT be confirmed until The Chamber office receives completed copies of this Agreement AND a “Meeting Room Reservation Form.” Chamber hours are 9:00 a.m. – 5:00 p.m. You MUST make arrangements to pick up a key and the security code if your meeting takes place outside of these hours. It is YOUR responsibility to contact The Chamber and make these arrangements; otherwise, you may not be able to access the building on your desired date and time. The Chamber reserves the right to deny your reservation request at its sole discretion.

MEETING ROOM RESERVATION AGREEMENT

In accepting the use of The Chamber meeting room(s) under this Agreement, the undersigned assumes all liability for damage or injury of any sort to persons or property while on the premises of the Newnan-Coweta Chamber and further agrees to hold harmless and indemnify the Newnan-Coweta Chamber from any claims for such damage or injury occurring to the property or persons of the applicant’s organization, including but not limited to, their guests, invitees and anyone attending the meeting for whatever reason.

In addition, the undersigned agrees to pay for damage caused by any persons attending its meeting. The undersigned further agrees to abide by all applicable laws and ordinances and to hold the Newnan-Coweta Chamber harmless in connection therewith.

Contact Name: ________________________________________________________________

Organization/Company: ____________________________________________________________________________

Contact Email: ________________________________________________________________

Billing Mailing Address: ____________________________________________________________________________

Phone Number: __________________ Fax Number: __________________

Purpose of Meeting: ________________________________________________________________ [maximum parking is 38 vehicles]  
Include your set-up and take-down times

Date of Meeting: ___________________ Time (from) ___________________ (to) ___________________

No. of Attendees: _______  Attach “Meeting Room Reservation Form" to specify your specific meeting needs.

Signed: ____________________________ Date: ____________________________

PLEASE RETURN TO: Newnan-Coweta Chamber of Commerce
23 Bullsboro Drive, Newnan, GA 30263
(770) 253-2270 PHONE (770) 253-2271 FAX
info@newnancowetachamber.org

CANCELLATION POLICY:
Cancellation must be made and confirmed 24 hours prior to time of meeting or you will be responsible for the full amount of your meeting room charge.
MEETING ROOM RESERVATION FORM

[Only the large meeting room may be rented – all or one-half]

[20% discount for 5 days rental; 6+ days at 25% discount]

Meeting Room

21’ x 30’ room
Weekday meeting (up until 5:00 pm)
   _____ hours X $20 per hour ($5 for non-profit) ____________

Evening meeting (5:00 pm – 10:00 pm)
   _____ hours X $30 per hour ($7.50 for non-profit) ____________

Weekend meeting (Saturday or Sunday)
   _____ hours X $40 per hour ($10 for non-profit) ____________

42’ x 30’ room
Weekday meeting (up until 5:00 pm)
   _____ hours X $30 per hour ($7.50 for non-profit) ____________

Evening meeting (5:00 pm – 10:00 pm)
   _____ hours X $40 per hour ($10 for non-profit) ____________

Weekend meeting (Saturday or Sunday)
   _____ hours X $50 per hour ($12.50 for non-profit) ____________

Equipment  (Please check if required for your meeting - Projection Screen, TV/VCR included at no charge)
   _____ Projection Screen            N/C
   _____ TV/VCR                        N/C
   _____ Kitchen ($10)                   ____________
   _____ Copier (_____ copies x 10-cents per copy) ____________
   _____ Coffee & Condiments ($10) ($5 for non-profit) **You provide cups**
   (You are responsible for making & setting up coffee for your meeting)

TOTAL $__________

_____ Check enclosed    _____ Cash    _____ Charge my credit card (below)

Credit Card Type & Number: _______________________________________________________

Expiration Date: __________ Name on Card: _________________________________________

Billing Zip Code: ____________Security Number: ____________

Signature: _______________________________________________________________________

Do you want receipt emailed to you?  YES    NO