



Louise Beck Properties CONFERENCE ROOM USAGE GUIDELINES

The staff of the Chamber ask that you follow the following guidelines when using the conference room:

- When reserving our conference room, consider how much time it will take you to set up and break down for your event, and factor that in your reservation times.
- Audio/Visual equipment is available for your use of the conference room. Please notify Chamber staff at the time of reservation if you plan to use the A/V equipment to allow for proper training.
- The conference room is normally set in a boardroom style. Please plan to arrive early if you require a different set up. Chamber staff may be available to help you rearrange the room. Please be sure to put the room back in the standard format before departing.
- If you fill the trash can inside the conference room, please take the bag to the dumpster behind the building.
- If you use the conference room outside of normal business hours, please be aware you will use the lockbox to gain entry and will need to make sure the door is locked when you depart. You are responsible for any missing or damaged property during your rental time.
- If you are having a catered event, you must use ONLY Chamber member caterers. View an online directory of members at carolinachamber.org/list, or call the Chamber for suggestions.
- You may cancel your conference room reservation no less than 48 hours from the time of rental. If cancellation is not made in time, charges for room will be billed.

PLEASE SIGN BELOW TO SIGNIFY THAT YOU HAVE READ AND UNDERSTAND THE GUIDELINES ABOVE AND AGREE TO TAKE GOOD CARE OF THE EQUIPMENT AND/OR SPACE THAT YOU USE.

Printed Name and Signature: _____

Date: _____ | Reservation Date and Time: _____

Organization: _____ Phone number: _____

Book online at www.carolinachamber.org/ConferenceRoom

For questions or concerns about conference room rental please contact Jill Richmond at 919-967-7075 or jrichmond@carolinachamber.org

ABOUT THE LOUSIE BECK PROPERTIES CONFERENCE ROOM

The Louise Beck Properties Conference Room at The Chamber is available for rent and will meet the needs of most meetings. Rental is discounted for members of the Chamber.

Conference Room Features

- Classroom-style seating or Boardroom-style seating for 30 people
- 2 70" LCD Displays for presentations in High-Definition
 - Includes HDMI computer connections or an onboard computer system
- Liquid Sunshine Coffee & Brewing System including coffee, mugs and other supplies
- Small refrigerator
- Large sink
- Dry-erase board and markers
- Wi-Fi Access (CHAMBER network key = 9199686874)
- Direct handicap access
- Private Restroom
- Before and after-hours access

Fees:

- For-profit Members: \$25 per hour (\$150/day)
- Non-profit Members: 3 Free uses per year and then \$20 per hour
- Non-members: \$50 per hour (\$300/day)



Book online at <https://www.carolinachamber.org/conference-room-space>

Please call to make your reservation payment.

Thank you!