

Conference Room Policy

CHAMBER COPY

The Bethany-Fenwick Area Chamber of Commerce welcomes the use of its meeting room by its members for business-related or educational activities. For liability reasons, no member is allowed to sell products/items or charge a fee for meetings taking place in the Chamber's conference room. The fact that a member is permitted to meet in the conference room does not in any way constitute the chamber's endorsement of that member's policies or beliefs. The Bethany-Fenwick Area Chamber of Commerce reserves the right to cancel reservations for the conference room if spaced is needed for chamber activities.

Regulations & Policies

- The conference room is available Monday through Friday from 9:00 a.m. until 4:00 p.m. for a maximum of four (4) hours. Special arrangements may be made for using the room earlier or later than the times listed, and for Saturday availability.
- Use of the conference room is a benefit of membership. Therefore, there is no charge associated with using the room.
- If food or beverages are served (provided by occupant), the member using the room is responsible for clean-up. A cleaning fee may be charged if room is not left clean. Smoking is not permitted in the conference room and the chamber building. Alcoholic beverages are generally not permitted unless prior approval is given.
- The Bethany-Fenwick Area Chamber of Commerce is not responsible for personal belongings left in the conference room. At the end of each meeting, all personal items and equipment must be removed from the conference room.
- Each member reserving the conference room is responsible for any damage to the room and its contents. If necessary, a full cost of repairs may be prepared and presented to the member.
- Free on-site parking is available for meeting attendees at the north end of the parking lot during business hours.
- Any special table or seating arrangements shall be the responsibility of the member using the conference room. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over (please see Diagram One). Any member that does not abide by the aforementioned regulations and policies may lose their privilege of use in the future.
- The conference room seats 12 comfortably with a projector & screen, and a maximum of 15 for general table seating.
- A/V equipment (i.e. projector and screen) available upon request. If requested, chamber staff to set up prior to meeting and member responsible any damage that may occur during use.

I request use of the chamber's A/V equipment and understand that I am liable for any damage that may occur.

I have read the above regulations and policies for use of the Bethany-Fenwick Area Chamber of Commerce's conference room, and agree to the terms of use.

Signature

Printed Name

Business Name

Reservation Date

Conference Room Policy

MEMBER COPY

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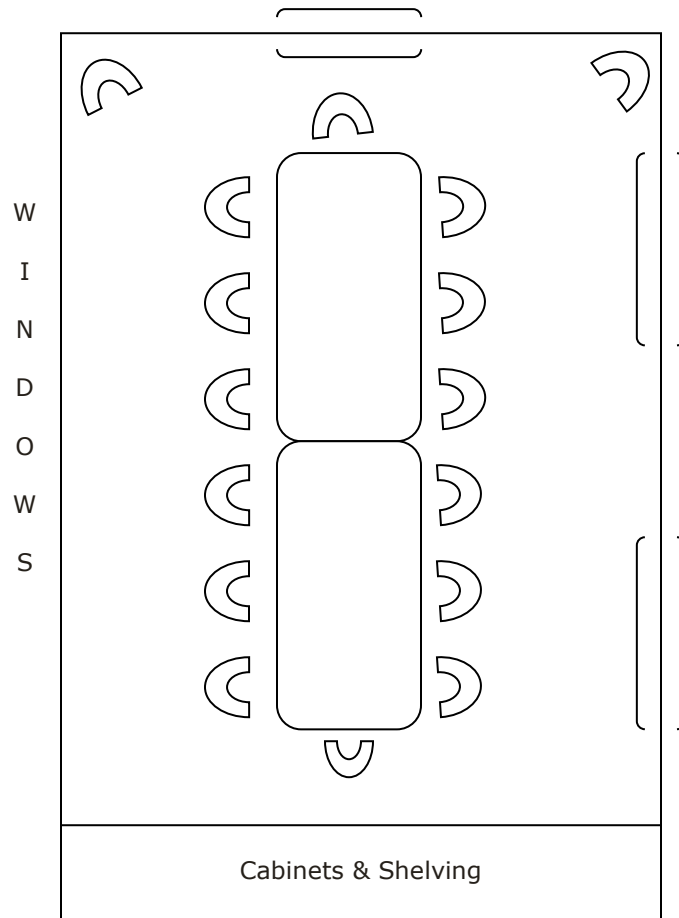
Printed Name

Business Name

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DIAGRAM ONE: CONFERENCE ROOM ORIGINAL CONFIGURATION



Chairs Provided – 16
Tables Provided – 2
Maximum Occupancy - 15