



Conference Room Rental Policy and Procedures

As an added benefit to members of the Enterprise Chamber of Commerce you are entitled to reserve use of conference room space at no charge (*some restrictions apply). Rental of Conference Room space is also available to non-members for a nominal fee.

Conference Rooms: The Chamber has 2 meeting rooms available, with our smallest seating up to 10 and our largest seating up to 40. Audio and Video capabilities are available for PC (please bring adapters if needed). Laptops are not included in reservation. We will make every attempt to accommodate special requests.

Conference Room #1 is located on the ground floor and seats up to 40 people with table and chairs provided and 60 people if tables are not needed. Other amenities include:

- Set-Up includes up to 6 Conference Room Tables; each table measures 8'L x 2.5'W; up to 7 chairs per table, depending on layout configuration
- Use of stand-up podium for presenter
- Use of 50" flat screen television with HDMI port access for presentations & HDMI cable
- Use of 70" wall-mounted whiteboard & dry-erase markers
- Use of easel stand for paper flipcharts (**flipcharts to be furnished by renter*)
- Convenient trash receptacles and liners for each
- Handicap accessible bathroom
- Back door entrance availability for easy access to back parking lot
- Access to kitchen area

Conference Room #2 is located on the second floor and seats up to 10 people at the board room conference table with additional space to add extra seating (chairs only). Other amenities include:

- Set-Up includes 1 Board Room Table and 10 chairs. (Table approximately 10'L x 4'W)
- Use of table-top podium for presenter
- Use of 40" flat screen television with HDMI port access for presentations & HDMI cable
- Use of easel stand for paper flipcharts (**flipcharts to be furnished by renter*)
- Convenient trash receptacle and liner
- Handicap accessible bathroom is only available on ground-level floor.
- Access to downstairs kitchen area

**Conference Room #2 is not ADA Accessible.*

Conference Room Reservation Fees and Deposits

Conference Room #1

- Non-Members
 - **\$75** – Half Day Rental; up to 4 hours (minimum amount charged)
 - **\$125** - Full Day Rental; up to 8 hours
- Members
 - No Charge during normal business hours; max use twice per month
 - **Additional use available at non-member rate*
 - **\$30.00** per hour for After-Hours usage.
 - **After hours usage is available exclusively to current members of the Board of Directors due to liability purposes, subject to approval.*

Conference Room #2

- Non-Members
 - **\$45** – Half Day Rental; up to 4 hours (minimum amount charged)
 - **\$70** - Full Day Rental; up to 8 hours
- Members
 - No Charge during normal business hours; max use twice per month
 - **Additional use available at non-member rate*
 - **\$30.00** per hour for After-Hours usage.
 - **After hours usage is available exclusively to current members of the Board of Directors due to liability purposes, subject to approval.*

Use and Care of the Facility:

- Meeting attendance must be limited to the stated capacity of each room.
- The meeting room and rest rooms must be left in the condition in which they were received, or a cleaning fee will be charged (\$50.00) to Renter.
- Access and use of kitchen facilities are available for either Conference Room; includes standard refrigerator/freezer, coffee maker, microwave, and sink (supplies to be furnished by renter).
- All waste material should be disposed of in the containers provided. All food and beverage waste must be bagged and emptied in outside receptables.
- No smoking in building, to include e-cigarettes.
- No one under the age of 18 in attendance without Adult Supervision.
- No unlawful activity will be allowed in, upon, or about the property of the Chamber.
- Nothing is to be fixed permanently or temporarily to any wall or surface, including
- hallways.
- Conference room usage is available to both members and potential members of the Enterprise Chamber of Commerce during normal business hours. Due to insurance liabilities, the conference room will only be available to current Directors of the Enterprise Chamber of Commerce after normal business hours.
- Directors granted key access must return keys within one day or a security deposit of \$25.00 will be charged.
- All entrances/exits must be secured and locked when you leave when utilizing the conference room after hours.
- The group must vacate the building by the time specified on the approved reservation form.
- Each organization will be responsible for reimbursement to the Chamber for any or all property or equipment damage that occurs resulting from the organizations' use.

Reservations and Scheduling:

All reservations are available on a first come first served basis and are required to be placed with the Chamber no later than one week prior to the event and no earlier than three months in advance. Chamber members will be authorized two uses of a conference room per month at no hourly charge. Members requiring more than two uses per month will be charged at the non-member rate for additional uses. The person making the reservation must complete the form stating who will be the responsible person present at the meeting and who to contact if further information will be necessary.

If the conference room will be used after business hours, a current board member of the Enterprise Chamber of Commerce must be present and will be responsible for accessing and securing the building and conference room.

A checklist will be provided and will need to be completed to ensure that the conference room is returned to its original condition.

To reserve a conference room, please complete the Conference Room Reservation Form and return to the Administrative Assistant via email to: info@enterprisealabama.com. Forms can also be mailed or hand-delivered to: Enterprise Chamber of Commerce, 553 Glover Ave, Enterprise, AL 36330. Contact the Chamber office via telephone at (334) 347-0581.

**While the Chamber will make every effort to accommodate reservation requests, dates cannot be guaranteed and are subject to availability.*

Rules and Restrictions:

- The Chamber of Commerce meeting rooms are available for business purposes only. The meeting rooms are not to be used for personal parties, fundraising activities, political or religious services.
- While there is a reasonable expectation of increased volume and foot traffic, meetings reserved by Renter should not significantly disrupt the Chamber's daily operations. Renters must make every attempt to keep noise levels at a normal volume.
- The on-site Chamber staff is available to assist Renters as needed if it does not significantly interfere with the Chamber's daily operations. If Renter requires additional assistance for prolonged periods of time, or multiple times during the meeting, a request must be made in advance to prepare staff and prevent scheduling conflicts. *(*based on availability; subject to approval by the Executive Director)*
- Organizations meeting in the Chamber meeting room shall not use the Chamber mailing address or, even on a temporary basis, direct calls pertaining to their meetings through the Chamber's telephone system.
- Decorations or materials may not be pinned or taped to walls or fixtures.
- For safety reasons, do not burn candles during your meeting.
- No animals are to be allowed except for service dogs.
- No Member organization may transfer its meeting room hours to another group without the prior consent of the Executive Director. The Chamber may preempt any meeting when necessary. If this happens, all reasonable efforts will be made to reschedule the reservation at another facility or at another time and date.
- Please leave the room in the same condition as you found it. Trash should be bagged, and tables cleaned and put back in same arrangement. A vacuum is available upon request if necessary. There will be a \$50 charge for cleaning to the signer of the Conference Room Rental Request Form if the Chamber staff must clean up.

Liability:

The applicant agrees to indemnify Hold Harmless and Defend the Enterprise Chamber of Commerce from and against all personal injuries and/or loss of personal properties sustained by the applicant's attendees arising out of the facility use applied for under the Enterprise Chamber of Commerce Conference Room Policy and Procedures.

Additional Information:

For additional information, please call 334-347-0581 during normal business hours, Monday – Friday from 7:30 am to 4:30 pm.

