

# Sunbury Big Walnut Area Chamber of Commerce

## Meeting Room Usage Policy

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1. The meeting room may be scheduled when it is not being used for a Chamber activity or booked by another Member. The meeting room can accommodate no more than 74 attendees.
2. The meeting room is available to all *active* Chamber Members AT NO COST for the duration of 1 session per month, up to 3 hours total during that session.

If you would like to use the room for longer than the allowed 3-hour session, or on multiple days throughout the month, the following charges will apply:

- Business Chamber Members will be charged \$20 per hour.
  - Non-Profit Chamber Members will be charged \$25 for ½ day use (up to 4 hours/day) and \$50 for whole day use (up to 8 hours/day).
3. Non-Chamber Members will be charged \$25 per hour for use of the room.
  4. No deposit is required. Payment must be made in advance of using the Chamber meeting room. Contact Chamber Staff to create an invoice and process payment.
  5. A payment may be required for any damage or loss of property. You are required to return the room to the condition in which it was found. This includes, but is not limited to the following items:
    - All trash is to be taken from the room as refuse service is not available.
    - Floors are to be swept with the broom provided in the mechanical room.
    - Tables should be cleaned.
    - Return thermostat to its original setting.
    - Bathroom is to be tidied.
  6. Cancellation of the reservation must be made 48 hours in advance via email or phone call and accepted by Chamber Staff. If cancelled within this time frame, refunds may be issued.
  7. An adult must be present the entire time the room is in use.
  8. Permission to use the meeting room does not imply endorsement of the Sunbury/Big Walnut Area Chamber of Commerce. Any publicity or marketing materials must include the disclaimer, "This event is not sponsored or endorsed by the Sunbury/Big Walnut Area Chamber of Commerce."
  9. The Chamber is not liable for injuries to people or damage to property using the room. The Chamber may require to be named as an additional insured on the user's general liability policy.
  10. Failure to follow this policy may result in denial of future use of the meeting room.

**I understand the Sunbury/Big Walnut Area Chamber of Commerce Meeting Room Usage Policy and agree to abide by it:**

Business Name or Organization: \_\_\_\_\_

Printed Name of Responsible Party: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

Approved/Accepted by Chamber staff: \_\_\_\_\_ Date \_\_\_\_\_