



YORK COUNTY REGIONAL CHAMBER

ONE BUTTON STUDIO RESERVATION POLICY

The Chamber is pleased to offer the One Button Studio (OBS) for use by Chamber-member organizations only. The One Button Studio is a user-friendly way to create online video content for the purpose of promoting your business, your services, and your products.

In order to use the studio, THE FOLLOWING GUIDELINES ARE TO BE OBSERVED:

OBS reservations: Call the Chamber office at 803-324-7500 at least one week in advance. Studio is available **Monday–Friday, 8:30 am–1:00 pm** in 2 hour increments.

OBS may be used for: Recording business-related content of any member organization. Members may not reserve OBS on behalf of other non-member community organizations.

OBS may not be used for: political campaign promotions, religious programs, personal content, or any other non-business purpose.

Number of reservations: OBS may be booked for a maximum of 8 hours per month with no charge. Each additional booking per month will carry a non-refundable charge of **\$50** to be paid in advance. This reservation is for the OBS studio only. Any needed meeting space will need to be reserved separately.

Advance reservations for recurring use: To be fair to all members, reservations for members who wish to secure recurring time slots in the studio will not be accepted more than 90 days in advance.

OBS setup/equipment: **OBS equipment including lights, camera, microphone, computer, etc must remain in pre-set configuration** to ensure proper video quality. You are responsible for providing any props, backdrops, tables, etc needed for your video production. Please include those details on your reservation form and be sure to visit OBS prior to your session in order to determine availability of space. No tacks/nails or adhesives should be used on any surface in OBS.

Parking: During regular business hours, parking is available in the parking deck off Black Street. Parking behind the Chamber office is available in 2-hour increments only, between 8:00 am and 5:00 pm. Parking tickets are issued by the City of Rock Hill.

Food and Beverage: There will be no food or beverage permitted inside of the OBS.

Use of Chamber lobby and common areas: Please remember that staff members and other business groups are working in the building. While you are welcome to make use of common space in the Chamber building before/after your reservation, courtesy is appreciated.

Damaged property: While using the facilities you are responsible for any damage caused to the building or its contents. No tacks/nails or adhesives should be used on any surface. A minimum fee of \$50 will be charged for repairs.

After your session: Please return OBS to the exact condition in which it was found and alert the staff member at the front desk upon completing your session in the OBS. No props, backdrops, tables or other items will be stored in OBS prior to or following your session.

The York County Regional Chamber is a smoke-free facility.



One Button Studio Reservation Request

Individual(s) listed will be responsible for upholding the reservation guidelines.

At least one of the contacts listed below must be in attendance during filming on the specified date/time.

Company Name: _____

Main Contact

Name: _____ Phone: _____

Title: _____ Email: _____

will be present during this reservation

Other Contact

Name: _____ Phone: _____

Title: _____ Email: _____

will be present during this reservation

I would like to reserve the One Button Studio for the following dates/times below. Please note that access to the OBS is on a first-come, first-serve basis and access to the studio is restricted to Mon-Fri, 8:30 am-1:00 pm. Recurring reservations will not be accepted more than 90 days in advance. Please include any additional time you require to set up or take down components of video presentation. 4 Hour Maximum per day.

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

Date: _____ Time: _____ to _____

I'll be bringing the following props for my video production (backdrop, table, chairs, etc)

By signing below I acknowledge that I have read, understand and agree to abide by the attached policies and guidelines for reserving and utilizing the OBS at Regional Chamber office.

Signature: _____ Date: _____

INTERNAL USE ONLY (staff to initial when complete)

_____ Reservation recorded	_____ Reservation confirmed	_____ Post-Reservation Equipment Check
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