

# Conference Room Usage Agreement

The Cedar Park Chamber of Commerce is a non-profit organization, and we have attempted to provide the Chamber facilities at little to no cost for Chamber members and other organizations within the community.

Due to the lack of meeting space available within the community, or cost of that space, more and more organizations and businesses are requesting use of the facility. The following policies of the room usage agreement went into effect July 1, 2019. Please review with all members of your organization / business.

1. A Chamber member will be allowed to use the room at a cost of \$25 per hour (with a 3 hour minimum) and non-members will be allowed to use the room at a cost of \$50 per hour (with a 3 hour minimum), paid in advance, if - available, between the hours of 9:00am and 5:00pm Monday – Friday.
2. All requests to rent the room must be made in writing, listing who will be responsible for the setup, clean up, the date, time and the estimated number of participants. A copy of this form will have to be signed by a Chamber staff person to show if the dates are on the Chamber’s calendar. Any changes to the list must also be made in writing.
3. A \$500 fee will be charged to anyone using the facility who causes a police response. And potentially be barred from future use.
4. As you leave, the room is to be rearranged in the order in which you found it (tables, chairs, equipment, etc.).
5. We can provide coffee, condiments, cups, plates, napkins or tableware for an additional fee. You are welcome to use the coffeemaker, refrigerator, etc., but we do ask that you provide your own supplies.
6. It is your responsibility to set up the room for your meeting. We do not have a daily janitorial service, so please return the room to its original state before you leave. If you have any garbage that may become spoiled, please take it with you and dispose of it on your own. If you fill the trash receptacles, please empty these also by taking them to the outside trash. Replacement trash bags are available.
7. As you leave, reset the thermostat to the zero (0) on the wall.
8. Any member who wishes to use the facility will sign this agreement, showing that they have read and accept the policies as presented.
9. All Chamber committees and functions have priority over any other organization or business.
10. **Any damages made to the building or furniture will be repaired at the expense of the organization or business who caused the damage.**
11. Scheduling cannot be made more than four months out.
12. The Chamber Office is a place of business. Businesses or organizations, who use the building, are asked to hold discussions in the board room and not in the foyer to avoid causing disruptions to the Chamber staff when answering the phones or greeting guests to the facility.

We are pleased to provide this room for use to Chamber members. These policies will allow the facility to remain available to as many members as possible.

**My organization or business has read the above facility policy and agree to use the facility under the policies as outlined above.**

Signed: \_\_\_\_\_

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

Printed: \_\_\_\_\_

Time Requesting: \_\_\_\_\_

Organization / Business: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Total Amount Due : \_\_\_\_\_

Authorized Chamber Signature: \_\_\_\_\_

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