

# Room Rental Agreement

## Community Room Rules and Regulations



The Katy Area Chamber's Shell Federal Credit Union Community Room is available to rent. Room rentals for non-members are **ONLY** available during regular business hours with an additional \$100 per rental fee.

## Rates

All rentals are reserved by the hours with a **2-hour minimum**. Include set-up and clean-up in your rental schedule. There is a one-time sanitation fee of \$25.

**\$50/HR** During Business Hours (9:00 AM - 5:00 PM)

**\$100/HR** After Business Hours

**\$200/HR** Weekend Rentals

**\$25/EA** Use of Bar High/Cocktail Tables (Max of 6)

## Guidelines

Please initial to confirm your usage of the Chamber facilities.

- \_\_\_\_\_ Guest parking for all meeting room is located right outside of the building during business hours.
- \_\_\_\_\_ Guests will be responsible for leaving the rooms in the condition in which they were found. Failure to do so will result in a \$100 cleaning fee. **GUEST IS RESPONSIBLE FOR CLEAN UP AFTER USAGE OF FACILITIES.**
- \_\_\_\_\_ Guests may not tape or adhere anything to the walls of the room.
- \_\_\_\_\_ Room rentals before or after regular business hours will incur additional costs.
- \_\_\_\_\_ If you require AV, we advise that you test your presentation in advance to ensure functionality. The Chamber does not supply technical support
- \_\_\_\_\_ Additional fees will be incurred for early arrivals or late departures from previously approved time.
- \_\_\_\_\_ Cancellation for usage or date changes must be received and acknowledged 7 business days prior to date confirmed or a \$100 charge will be assessed.
- \_\_\_\_\_ Non-Members must submit payment in order to confirm date.
- \_\_\_\_\_ Full payment will be due for cancellations/changes made less than 48 hours before reserved date.
- \_\_\_\_\_ Request to make Copies or make additional prints is charged at .10 cents per copy.

The Katy Area Chamber of Commerce (KACC) allows the use and rental of the KACC facility by its current members for events, which include meetings. The content of the event must be disclosed on the Room Rental Form prior to the event. By allowing a rental, KACC is not endorsing an individual, an organization, or the content of the event. No advertisements or notices regarding the event may state or imply that KACC is the host of the meeting without the express written approval of KACC. The Chamber reserves the right to request a disclaimer on all advertisements or notices. KACC reserves the right to refuse a rental if the individual, organization, or event is controversial or offensive in nature as determined by KACC in its sole discretion. Individuals, organizations, or events with content that are in conflict with KACC's mission and values and position on diversity and inclusion will not be allowed to use the KACC facility.

Signature: \_\_\_\_\_

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

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## Room Rental Contract

Katy Area Chamber Member? ☐ Yes ☐ No

Company/Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Non-Members must provide billing address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Approximate Number of Attendees: \_\_\_\_\_

Time reserved must include sufficient time for setup and clean up: \_\_\_\_\_ AM | PM to \_\_\_\_\_ AM | PM

What time will your meeting begin: \_\_\_\_\_ AM | PM

Nature of your meeting: \_\_\_\_\_

Will this event be catered? ☐ Yes ☐ No Beverage Request: \_\_\_\_\_ Water (\$1/ea) | \_\_\_\_\_ Soda (\$1/ea)

Caterer Name: \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

### IMPORTANT Complete Set-up & AV Information

☐ Auditorium (60 Max Capacity)

☐ PODS (36 Max Capacity)

☐ Board Room (36 Max Capacity)

☐ Reception (70 Max Capacity)

☐ Classroom (45 Max Capacity)

☐ U-Shape (24 Max Capacity)

#### Please Note

Renters must bring their own laptop for presentations. Please test your presentation in advance of rental.

I have read the rules and regulations for the use of the Katy Area Chamber Community Room and agree to abide by them. I further agree to be present during this activity. I understand that the group named above shall be responsible for the loss of property or personal injury sustained by users of the building. The group named above also agrees to hold the Katy Area Chamber harmless from all damages to the Community Room and to the person and property of all users, spectators, supervisors and custodians. **Cancellations must be received prior to 48 hours of event or payment will be due in full.**

Signature: \_\_\_\_\_

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

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Community Room Sponsor

