



# Ormond Beach Chamber of Commerce Meeting Room Use Agreement

Date of Meeting: \_\_\_\_\_

Hours of Use: From: \_\_\_\_\_ AM/PM through \_\_\_\_\_ AM/PM Total: \_\_\_\_\_ hrs.

Name of Member: \_\_\_\_\_

Meeting Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

E-mail Address: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Will you need to use our A/V equipment? Please circle one      Yes      No

Number of Expected Attendees: \_\_\_\_\_ (All attendees must be age 18 or older.)

I have read and understand the attached pages of the Ormond Beach Chamber of Commerce Meeting Room Policies document and agree to comply with its provisions. I also understand that I am responsible for the actions of the people who participate in the meeting for which I am requesting use of the room. I agree to indemnify, hold harmless and defend the Ormond Beach Chamber of Commerce from and against all claims of personal injury and/or loss of personal properties sustained by the applicant's attendees arising out of the facility use applied for under the Ormond Beach Chamber of Commerce meeting room policy and procedures.

## METHOD OF PAYMENT:

**Fees for Chamber Members:** 1<sup>st</sup> hour FREE, \$25.00 per hour thereafter.

Check # \_\_\_\_\_

Cash

Credit Card: \_\_\_\_\_

Expiration: \_\_\_\_\_ CSV \_\_\_\_\_

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

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## FOR OFFICE USE

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved? \_\_\_ Yes \_\_\_ No Approved by: \_\_\_\_\_



## Ormond Beach Chamber of Commerce Meeting Room Policies

The purpose of this policy is to promote the proper use and contingent availability of the Ormond Beach Chamber of Commerce Meeting Room. Please read these policies before submitting a request to use the Meeting Room.

### **Availability**

The Meeting Room will be available for use during regular business hours when the room is not being used by the Chamber for Chamber business. Additionally, the facilities are available for use to support economic/industrial development in the City of Ormond Beach. The Meeting Room is not available for uses requiring an admission charge, or for the demonstration or sale of products or services. Reservations for use of the room are permitted no more than 60 days in advance. The Ormond Beach Chamber of Commerce reserves the right to cancel reservations for any reason, and while it intends to give the members involved advance notice of cancellation, it cannot guarantee notice.

### **Supervision**

Chamber of Commerce staff will coordinate activities and use of the Meeting Room. This will include handling requests for use of the room, monitoring condition of the room, and use of Chamber supplies or consumption of food, drink or other items belonging to the Chamber or Chamber staff. Use of the Meeting Room is permitted only while Chamber staff are in the building.

### **Contingency for Use**

Arrangements for use of the room will be made through Chamber staff. Upon booking the Meeting Room, the attached usage agreement must be read, filled out, signed and given to Chamber staff.

**Room Capacity:** The Meeting Room can accommodate up to 25 people, depending upon table and seating configuration.

**Fees:** Chamber Member Rate 1<sup>st</sup> hour FREE afterwards \$25 per hour, this is a member benefit only.

**Liability:** Applicant agree to indemnify, hold harmless and defend the Ormond Beach Chamber of Commerce from and against all claims of personal injury and/or loss of personal properties sustained by the applicant's attendees arising out of the facility use applied for under the Ormond Beach Chamber of Commerce meeting room policy and procedures.

*(more)*



## Ormond Beach Chamber of Commerce Meeting Room Policies

### **Guidelines for use (read carefully):**

1. Members and meeting attendees should enter the Meeting Room through the front door on Granada Boulevard. The rear door should only be used for loading in supplies, and as an emergency exit.
2. No smoking will be allowed in any part of the building.
3. Service and consumption of alcoholic beverages is prohibited.
4. Animals will not be allowed except for service animals, as defined by the Americans with Disabilities Act (ADA).
5. No regular or standing schedule will be granted for any member regarding the use of the room. In addition, it is the responsibility of the member to contact the Chamber office to request the use of the room. Use will be on a first come, first served basis.
6. Because of demand for use of the room, no personal parties or business parties, fund-raising activities or religious services will be scheduled. The Meeting Room is not available for uses requiring a charge for admission, or for uses involving the demonstration or sale of products or services.
7. No partisan political rallies will be scheduled.
8. Each member is responsible for returning tables and chairs to their original arrangement, and in clean condition. Furniture may not be removed from the room.
9. Use of the TV are by previous arrangement only.
10. You are responsible for bringing needed items for your meeting.
11. No tape, staples, nails or other means are to be used to attach anything to the walls, floor, doors, or ceilings.
12. A .25 cent copy charge will apply per page to groups requesting copies.
13. After each meeting, an inspection will be made of the room, including the adjoining kitchen and restrooms. Any damage(s) will be assessed, then repaired and billed to the using member/non-member. Until repair charges are reimbursed in full to the Chamber, said member will be prohibited from further use of room, and will not be considered in good standing with the Chamber.
14. Failure to follow these guidelines will result in refusal of future use of the Meeting Room.