

## **MEETING ROOM POLICY**

The Chamber is pleased to allow the use of its meeting rooms to Chamber members and affiliates through advanced arrangements. **The meeting rooms are for purposes not intended to generate a profit** (i.e. employee training programs, off-site meetings). Meetings intended to generate a profit (sales presentations, client training classes, etc.) will be billed at the rate of \$75 per half day (four hours or less) or \$150 per full day (more than four hours). Non-members will be billed at these rates for any use of the meeting rooms. All meetings must begin and end between the hours of 8:30 am – 4:30 pm unless advanced arrangements are made with a staff member and/or approved by the President for other requested times. Meetings outside the regular working hours of 8:00 am – 5:00 pm Monday through Friday may be billed an additional fee of \$25 per half hour for staff time.

**Users must handle special set-ups (other than traditional rectangular set up) of the room(s) and the clean-up at the conclusion of meetings.**

If flip charts, markers, transparencies, and other consumables are needed, the Chamber will provide these, within reason, for a nominal fee (see attached fee schedule). There is no additional charge for the use of easels, TV-VCR, or screens. Arrangements must be made for these items **in advance**, as they are assigned on first come-first served basis.

- Coffee is available for \$5 per pot. The Chamber will provide cups, creamer and sugar.
- If special equipment (TV/VCR, flip charts, etc.) is needed, advance arrangements should be made when scheduling room.
- Wireless Internet is available.
- If the room was re-arranged by your group for a meeting, please return the room to its original setting when finished.
- Please dispose of all cups, leftover debris and perform other clean up. Waste baskets are provided in each meeting room, plus there are larger waste baskets in the kitchen areas.
- Any additional janitorial care required will be billed to the business or group using the rooms at a minimum fee of \$25.
- Turn off all lights in meeting room before leaving.
- **No smoking** is permitted in the building at any time.
- **Please sign and date the policy confirmation and return to the Chamber by fax or mail.**

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**Signature**

**Date**

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**Company Name**

**Please note that meeting rooms are available from 8:30 am - 4:30 pm.**

Meeting Room Cancellations need to be cancelled 24 Hours prior to date requested.  
The President of the Chamber will have the final authority on the use of the meeting rooms.

***We thank you for your cooperation and welcome you to use our facilities!***

**418 S. Main St – PO Box 428 – Elkhart, IN 46515 Phone: (574) 293-1531 – Fax: (574) 294-1859**

# The Greater Elkhart Chamber of Commerce

418 S. Main St – PO Box 428 – Elkhart, IN 46515

Phone: (574) 293-1531 – Fax: (574) 294-1859 – Website: www.elkhart.org

## MEETING ROOM RESERVATION REQUEST FORM

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Today's Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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Date Room Needed: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Room Requested:** \_\_\_\_\_

Please select a Set Up Style:     Rectangular     Classroom

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Brief Description of room use: \_\_\_\_\_

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Is a fee being charged to attendees?     Yes     No

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**Board Room**                      This is the main meeting room and the only one on the main level. It can be divided into 2 rooms. This room has a capacity of up to 32 people in rectangular layout and up to 60 people in classroom style.  
*Normal set up is rectangular style but other set up styles are available.*

**Action Center**                      This meeting room is located in the center of the building on the 2nd floor. This room has a capacity of 20 – 30 people.  
*The only set up style for this room is rectangular style.*

**Decision Center**                      This meeting room is located at the back of the building on the 2nd floor. This room has a capacity of up to 20 people.  
*The only set up style for this room is rectangular style.*

**NIPSCO Center**                      This meeting room is located at the front of the building on the 2nd floor. This room has a capacity of up to 15 people.  
*The only set up style for this room is rectangular style.*

**Items Requested For Meeting: (No Charge)**

\_\_\_ # of Tables    \_\_\_ TV-VCR    \_\_\_ Screen    \_\_\_ Dry Erase Board    \_\_\_ Microphone  
\_\_\_ # of Chairs    \_\_\_ Podium    \_\_\_ Head Table    \_\_\_ Extension Cord

**Requests for the following items must be arranged in advance of your meeting:**

**Supplies:**

	Quantity	Cost
Flip Chart/Markers .....	_____	_____
Dry Erase Markers.....	_____	_____
Transparencies.....	_____	_____
Copies .....	_____	_____

**Beverages:**

Regular Coffee .....	_____	_____
Decaf Coffee .....	_____	_____
Pitcher of Water .....	_____	_____

Coffee includes cups/stirrers/creamer/sugar.

**Total Charges:** \$ \_\_\_\_\_

Any other beverages, food items or catering must be arranged for by the group utilizing the Chamber facilities. The Chamber would be pleased to provide a list of Chamber members who can furnish the items or services required.

**Note:** If you require the services of a caterer, arrangements must be made for your caterer to perform clean up and pick-up of food and containers on the same day as the event. This policy must be strictly adhered to and the Chamber appreciates your cooperation. The Chamber does not assume responsibility for items left by the caterers.

**Please return this form to the Chamber along with your signed and dated contract.**