

## MEETING ROOM POLICY 2024

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 charges are required to be paid in full prior to use. **All meetings must begin and end between the hours of 8:30 am – 4:30 pm Monday through Thursday and 8:30 am – 3:30 pm Friday** unless advanced arrangements are made with 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 Thursday 8:00 am – 4:00 pm 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.**

- Coffee is available for \$5 per pot. The Chamber will provide cups, creamer and sugar.
- 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. 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 or **within 15 feet** of any entrance.
- **Please sign and date the policy confirmation and email to [alogsdon@elkhart.org](mailto:alogsdon@elkhart.org) or fax to 574-294-1859**

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Signature

Date

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Company Name

**Please Note: meeting rooms are available  
8:30 am - 4:30 pm Monday - Thursday  
8:30 am – 3:30 pm Friday**

Meeting Room Cancellation Policy: 24 Hours prior to date requested.

***If payment was made with a credit card, any refund given  
will incur a 3.5% convenience fee.***

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!***

# 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: \_\_\_\_\_

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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.  
**Room capacity: 30 people in a rectangle style, 40 people in a classroom style and 40-45 people in chairs/lecture 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.  
**Room capacity: 20 people.**  
*Rectangular style only.*

**NIPSCO Center** This meeting room is located at the front of the building on the 2nd floor.  
**Room capacity: 10 people**  
*Rectangular style only.*

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

\_\_\_ Screen    \_\_\_ Dry Erase Board    \_\_\_ Podium    \_\_\_ Extension Cord

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

	Quantity	Cost
<b>Supplies:</b>		
Copies (Black & White).....	_____	_____
		\$.15 each
<b>Beverages:</b>		
Regular Coffee .....	_____	_____
		\$5.00 per pot
Decaf Coffee .....	_____	_____
		\$5.00 per pot
Pitcher of Water .....	_____	_____
		No Charge

Coffee includes cups/creamer/sugar.

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

Any other beverages, food items or catering must be arranged 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.**