

MEETING ROOM POLICY 2025

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 or fax to 574-294-1859**

Signature

Date

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

Today's Date: _____

Name of Company/Group: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Person: _____

Date Room Needed: _____ Number of People Expected: _____

Start Time: _____ End Time: _____

Room Requested: _____

Brief Description of room use: _____

Is a fee being charged to attendees? ____ Yes ____ No

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

*We provide an HDMI cable for use in presentations to the screen. If your computer requires an adapter for the HDMI, please bring that with you.

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

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