



Please email form to admin@jeffersonchamber.org.  
For more information, call 504-835-3880.

# Board Room Usage Agreement

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PURPOSE OF ROOM USAGE \_\_\_\_\_ APPROX. ATTENDANCE \_\_\_\_\_

DATE OF ROOM USAGE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

## USAGE INFORMATION AND OPTIONS

**Form must be completed and payment in full must be received before room can be guaranteed.**

*Chamber members in good standing are given priority for Board Room use. Each member is allowed 8 hours of complementary board room use per year. Fees only apply after 8-hour allotment or if you are not a member of the Chamber. The event must be held during normal business hours only, beginning no earlier than 8:00 AM and ending no later than 5:00 PM.*

HALF DAY USE (4 hours maximum) \$75 \_\_\_\_\_

FULL DAY USE (4-9 hours) \$150 \_\_\_\_\_

*\*Additional hours outside of the regular 8:00 AM -5:00 PM for set-up/clean-up will be reviewed on a case-by-case basis.*

### ADDITIONAL OPTIONS:

COFFEE SERVICE \$15 PER CARAFFE \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

### CHAMBER USE ONLY:

Paid in Full \_\_\_\_\_

Cash

Credit Card

Check \_\_\_\_\_

Notes: \_\_\_\_\_

## BOARD ROOM USAGE AGREEMENT

Jefferson Chamber retains the right to refuse Board Room usage based on, but not limited to, meeting time, room availability and content of the meeting. The board room is not a place to directly promote your business (i.e. conduct for-profit seminars and various revenue generating activities) unless in partnership with the Chamber for activities to further promote our mission.

The usage fee and any additional charges are to be paid in full before the room can be guaranteed.

User shall provide adequate cleaning of the facilities immediately following the use of the facilities. Adequate cleaning is defined as cleaning up and disposing of all food and beverages and collecting trash. Anything you bring in should be taken with you when you leave. Trash can be placed in outside bins. All tables, chairs and Chamber equipment is to be left in the same condition upon which it was found.

Jefferson Chamber has the right to cancel an event up to 7 days prior to the reserved date with full refund. In case of inclement weather or act of God, please contact the Chamber for instructions. User must cancel more than 24 hours in advance to receive refund of usage fee.

Functions shall begin no earlier than 8:00 AM and end no later than 5:00 PM. Additional hours outside of this normal time may be reviewed and granted on a case-by-case basis.

Jefferson Chamber can supply a projector for any audiovisual needs. The User must provide their own laptop. Technical assistance is not provided.

The User, on behalf of itself, its members, agents and employees hereby releases Jefferson Chamber, its officers, agents and employees, from all liabilities and claims for damages and/or suits for or by any reason of any injury or injuries to any person or persons or property of any kind, whatsoever.

Use of the building beyond the board room, lobby, kitchen and bathroom facilities is prohibited. Respect for the work of employees of Jefferson Chamber must be displayed.

Smoking is prohibited inside the building. There is a smoking area outside on the first floor of the parking garage.

Parking in the Chamber parking lot is limited to visitor authorized spaces only and on floors 3-5 of the back parking garage. Violators run the risk of being towed.

The User shall not advertise or make any claim that the Jefferson Chamber of Commerce in any way sponsors the meeting/event without the prior written approval of the Chamber. Reproduction of images and/or logos belonging to Jefferson Chamber is not permitted on any material distributed by the User without the written approval of the Chamber.

Jefferson Chamber does not supply any catering services. User is allowed to bring in outside food and beverage; however, it is strongly recommended that the user choose to utilize a Chamber member restaurant or caterer for any food and beverage services. A list of members can be provided.

The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the parties hereto.

Member/guest authorized signature

Date

Chamber employee signature

Date