

## Jacksonville-Onslow Chamber Conference Room Policy

The Jacksonville-Onslow Chamber Conference Rooms are available for use by Chamber Members Only. Those using the facilities are responsible for any damage to the building or its contents that they cause. **Chamber facilities may not be used for receptions or parties. The rooms can only be used for business meetings.** To reserve the rooms, call the Chamber at 910-347-3141.

### **THE FOLLOWING GUIDELINES ARE TO BE OBSERVED:**

- Rooms may be reserved as needed at a charge of \$50.00 per use for the large room or the storm room and \$25.00 for the small room. There is an additional fee of \$10.00, if you require the Chamber to provide coffee for your meeting.  
*Payment is due upon the signing of this contract.*
- Chamber Hours are 9:00 am to 5:00 pm Monday through Friday. All business meetings must fall within this time frame.
- During breaks, remember that our lobby is a place of business. Breaks may be taken outside the building if you do not wish to break in the meeting room. (Users of the Chamber Conference Rooms are responsible for their own food and drinks during breaks unless otherwise specified.)
- At the conclusion of your meeting, please return the room to the **exact condition** in which you found it or you will be charged a \$20.00 clean up fee. This includes taking out excess trash that will not fit in the trash cans (users are asked not to put liquids in trash cans since this results in spills), placing tables and chairs back in their original positions, wiping down tables and turning out the lights.
- Prior approval should be sought before rearranging the room.
- If there are any damages or loss of equipment, you will be informed and billed for the damages.

I have read, understand and agree to the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_ Date(s) of Rental.