



## FACILITY RENTAL TERMS & CONDITIONS

### BOARDROOM HOURS & USE:

- Rental requests will be on a first come, first served basis. Chamber meetings will always take priority.
- Boardroom(s) are available for rent Monday – Friday between the hours of 7:00 AM – 6:00 PM. All activities, including set-up and clean-up, must be done between these hours.
- Boardroom(s) can be rented for meetings, seminars, classes; any gathering that necessitates an office environment. Our facilities are not to be used for birthdays, baby showers, etc.
- Renters and their attendees are allowed to be in the room rented, common and public areas, and restrooms. Attendees are not allowed to use other office work areas, staff computers, staff phones, or other areas of the building not listed above.

### ROOM SET-UP & CLEAN UP:

- The Boardroom includes the following amenities for use while renting:
  - Fourteen (14) – 5 ft. tables
  - 40 - 55 Chairs, depending on set up
  - 84" Smart TV, with HDMI Cable (Zoom/Conference call available for an extra charge).
  - Podium
- Attached Kitchen with ice machine, coffee maker, and one (1) commercial refrigerator for use with the room.
- Renters will be responsible for leaving the meeting room how it was found; a clean-up fee of up to \$250 will be assessed if meeting space is not returned to its original state, including but not limited to:
  - Chairs and tables must be straightened and returned to their original position.
  - All used paper, plasticware, bottles, materials, etc. must be placed in trash receptacles in the kitchen.
  - If the receptacles are 75% full when the renter is done with the room, trash must be taken to the outside waste bins on the west side of the Chamber building.
  - All food/drinks must be removed from the refrigerator.
  - Nothing should be attached to the walls, ceilings, or fixtures.
  - Renters shall keep the equipment clean and free from damage from food and drink.
  - Renters will be responsible for any damage to the facility, furnishings, equipment, and the fixtures.
    - An assessment of the facility and furnishings will be taken prior to the renter entering the room for set-up, and immediately after the renter exits the facility.

### PRINTING:

- On-site printing is available for .25 per b/w copy, and .75 per color copy.
- If the renter would like copies to be ready when they arrive, they must email Chamber staff with 24-hour notice.

To promote the success of the regional business community through effective advocacy, education and relationship building.



**PARKING:**

- The Chamber has a 27-spot (+2 handicap spots) parking lot behind the building, opposite N Street.
- If your group anticipates 27+ vehicles, overflow can park in the meters along N and Fresno Street. Meters accept credit cards.

**PAYMENT & CANCELLATIONS:**

- A 50% deposit is required to confirm your reservation.
- Final payment will be due 24 hours prior to your reservation.
- A credit card must be left on file while using the room for incidentals.
- Cancellations made within three (3) business days of the rental date will not be refunded their deposit.

To promote the success of the regional business community through effective advocacy, education and relationship building.



**FACILITY RENTAL PRICING**

	<b>MEMBER</b>	<b>NON-MEMBER</b>
<b>BOARDROOM (SEATS 40 – 55)</b>		
1 - 4 Hours	\$400	\$600
4+ Hours	\$750	\$1,075
<b>EXECUTIVE BOARDROOM (SEATS 6 – 8)</b>		
1 – 4 Hours	\$300	\$500
4+ Hours	\$500	\$700
<b>PENSTAR BUSINESS CENTER (SEATS 12)</b>		
1 – 4 Hours	\$300	\$500
4+ Hours	\$500	\$700
<b>PARLOR (SEATS 12)</b>		
1 – 4 Hours	\$200	\$350
4+ Hours	\$350	\$450

**ADDITIONAL AMENITIES FOR PURCHASE:**

**PRINTING / COPIES** ..... .25 per b/w copy / .75 per color copy

**COFFEE & WATER SERVICE** ..... \$5.00 per person

**SODAS** ..... \$2.00 per can  
*(Coke, Diet Coke, Sprite)*

**ASSORTED PASTRIES** ..... \$4.00 per pastry

**PAPER PRODUCTS & UTENSILS** ..... \$2.00 per person  
*(Includes 2 Plates, 2 Napkins, Fork, Spoon, Knife)*

Effective as of 2.21.24