

Arkansas State Chamber of Commerce Conference Room Use Guidelines

The State Chamber is very proud of its newly renovated building and we invite Chamber members and affiliated organizations to share in that pride. We are pleased to make our Conference Room available using the following guidelines.

Chamber members and affiliated organizations may reserve our Conference Room for use between 8:30 a.m. and 5 p.m., Monday through Thursday, and between 8:30 a.m. and 4 p.m. on Friday. General office hours are Monday – Thursday 8:00 a.m. – 5:00 p.m., Friday 8:00a.m.-4:30 p.m. Building can be opened as early as 7:30 a.m. All meetings must conclude at 8:00 p.m., but additional charges will be added to rates for meetings that require Chamber staff to work overtime. When planning events, it is important to allow time after the event for adequate clean up. All clean-up activities must be completed by no later than 8:00 p.m. The Chamber is a smoke-free environment. Concealed weapons are not permitted. Parking is not guaranteed as part of rental agreement, but ample parking is available in our lot.

All attendees should enter and exit the Conference Room directly from the parking lot at 4th and Cross Streets. **Please note:** meeting participants have access to the Conference Room, adjacent restrooms and kitchen but not to the working office space of the State Chamber. If participants need to take or make phone calls or otherwise leave the meeting space, they should step outside, into the kitchen or into one of the two entry areas to the conference room. Meetings that are held after hours required to have a licensed security guard(s) on site.

The Chamber will not host weekend or holiday events. No social events (inside or outside the building) such as weddings, proms, birthday parties, etc. will be permitted. No admission can be charged for non-chamber meetings. Non-chamber fundraising events, sales presentations, demos, etc. are not permitted.

Reservations taken on first-come, first-served basis. Thank you for understanding that the State Chamber reserves right to decline reservation request if it directly or indirectly interferes with our other activities. **Reservation Requests must be submitted at least two weeks prior to your meeting.** For rental of the meeting space, a written request (form attached) describing the meeting and the audience must be submitted in advance for approval to the Chamber at dmathis@arkansasstatechamber.com. Call Deb Mathis at (501) 210-4212 to check on availability of dates and times.

Your reservation will be official after our staff contacts you to inform you of its status. A 50% non-refundable deposit is due at this time. If a meeting must be cancelled, 24-hour notice is required. We encourage you to arrive on the day of your meeting in plenty of time to set up the room and to ensure A/V equipment is working properly.

Supplies and Equipment

- Please make arrangements to **provide all food, beverages, and supplies that will be needed for your meeting** (including bottled water, coffee, filters, creamer, sugar, condiments, soda, paper cups, plates, utensils, serving pieces, flip charts, laptops, etc.) **since these are not provided by the Chamber.**
- Office equipment is not included in rental. Copying/faxing of meeting material may be provided at a cost of \$1.00 per page.
- Resources available from the Chamber with approval:
 - Ice (ice maker in kitchen)
 - Water pitchers (6)
 - Commercial coffee maker in kitchen (See staff member for operating instructions.)
 - Coffee carafes
 - Easels for flip charts (3)
 - Screen for PowerPoint presentations (drops down from ceiling)
 - Ceiling mounted projector for PowerPoint presentations
 - Wireless Internet connection (Contact Chamber staff for password.)
 - Poly com conference phone if you have an existing toll free conference plan



Business matters.

Arkansas State Chamber of Commerce Meeting Space Reservation Form

Date of Request: _____

Person Making Request: _____

Your On-Site Person for Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Requested Meeting Date(s): _____

Purpose of Meeting: _____

Equipment Needs: _____

Reminder: Renter must **provide all food, beverages, and supplies needed for meeting** (including bottled water, coffee, filters, creamer, sugar, condiments, soft drinks, paper cups, plates, utensils, serving pieces, flip charts, laptops, etc.) **since these are not provided by the Chamber.**

Expected attendance: _____

Conference Room configuration and approximate seating capacity:

_____ Classroom (40-45 seats)

_____ Training Room (75 seats)

_____ Theater (75 seats)

_____ Reception (90-100 standing w/limited seating)

Staff to complete:

Approved by: _____ Date: _____