

## **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 4<sup>th</sup> 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 [tbarry@arkansasstatechamber.com](mailto:tbarry@arkansasstatechamber.com). Call Tori Barry 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

**Furniture, Decorations, Blinds, Thermostat**

- Conference Room Configuration: We generally avoid changing the configuration. If different configuration is necessary, please consult Chamber staff well in advance of meeting and plan to arrive early enough to reconfigure furniture to your needs.
- Furniture: Keep all furniture and equipment inside building at all times.
- Decorations: While use of decoration is allowed, we request that you refrain from using tacks, nails, tape or staples for hanging decorations on wall surfaces. Please note that no open flames, candles, balloons, glitter, sparkles, confetti, etc. are permitted.
- Blinds: Please use both hands when using the pulleys that open and close the blinds.
- Thermostat: The thermostats are set. Please ask Chamber staff to assist in changing settings.

**Restrooms**

**Conference attendees are to use ONLY the restroom facilities adjacent to the assigned meeting space.** There are four restrooms in this location, one ADA compliant.

**Food**

Caterer or food purchased must be contracted from a Chamber member in good standing (list provided upon request). All rentals (silverware, glasses, china) must enter through direct entrance to Conference Room. No cooking permitted; only warming of food is allowed (microwave). No coffee or soft drink service provided.

**No red beverages permitted.** All caterers must sign form saying they have read and understand Chamber Guidelines. All food and beverages must be served in kitchen.

All beverages should be emptied into sink before disposing of cups. Trash will remain in cans until removed to dumpster. Caterers are **not** to use garbage disposal-all food, drinks and rental items must be removed from Chamber immediately following event unless otherwise worked out with Chamber staff. Renter must stay with caterer until cleanup is complete. We request that you leave the facility as clean as possible and **remove all items associated with your program** once your meeting has concluded. Please:

- Return all tables and chairs to their original positions.
- Remove any food you may have brought
- Wipe down all table and counter surfaces if needed. (Cleaning supplies can be found in the kitchen.)
- Remove all decorations and take all trash bags to the dumpster located outside the building. New trash can liners can be found in the kitchen.
- Use broom and dust pan or vacuum if necessary. (See staff person for storage location.)

The State Chamber reserves the right to charge for damages/replacement of equipment, property or furnishings, or cleaning services above and beyond normal use (i.e. carpet or upholstery stains that require professional cleaning, patching and/or painting walls).

**Conference Room rates for members:**  
\$150 for ½ day (up to 4 hours); \$300 for full day  
Additional \$75 per hour for after 5:00 p.m. use

**Conference Room rates for non-members:**  
\$300 for ½ day (up to 4 hours); \$500 for full day  
Additional \$75 per hour for after 5:00 p.m. use

NOTE: These rates do not include additional costs for staff support. All Chamber staff needed to execute a meeting (other than meetings which are held by Chamber-related committees or partnership organizations) will be paid \$15 per hour, per employee by the renter.

**A 50% non-refundable deposit must be received upon approval of event. Failure to comply with deposit requirements will result in cancellation of event. Payment must be received in full no later than day of the event.**

My signature below indicates that I have read and agree to the usage guidelines printed above.

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Name	Date	Organization
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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: \_\_\_\_\_