



MORRILTON AREA
CHAMBER OF COMMERCE

MEETING ROOM USAGE AGREEMENT

Business/Organization: _____

Reserved by: _____ Contact number: _____

E-mail address: _____

Reservation Date: _____ Start Time: _____ End Time: _____

Set Up time: _____ Clean Up Time: _____

Description of Meeting: _____

_____ Expected number of attendees: _____

Non-Chamber Members Only:

Business address: _____

_____ Phone: _____

Room(s) requested:	Non-Member Rates		Member Rates	
	Half day	Full Day	Half Day	Full Day
_____ Community Room (seats 54)	\$100	\$150	\$60	\$100
_____ Classroom (seats 22)	\$60	\$90	\$50	\$75
_____ Small Conference Room (seats 8)	\$50	\$75	\$30	\$40
_____ Kitchen	no charge with room rental, based on availability			

*Any use before or after normal business hours must receive special approval and will require an additional \$20.00 fee per hour increase and **must** include arrangements with a Morrilton Area Chamber of Commerce board member to be present during usages. Board member contact information will be provided upon request.

*Civic and non-profit groups that are Chamber members may use the rooms free of charge (based on availability) during regular business hours with a reservation.

MEETING ROOM USAGE GUIDELINES

For rental of rooms of the Morrilton Area Chamber of Commerce, located at 115 East Broadway, a signed and completed Meeting Room Usage Agreement is required.

RESERVATION POLICIES AND PROCEDURES

- The Chamber reserves the right to reschedule any event that conflicts with its normal activities.

- The Chamber will not host weekend or holiday events. No social events will be permitted (i.e. weddings, prom, birthday parties, etc.).
- The Chamber reserves the right to deny the use of meeting rooms to anyone.
- Full payment is due on or before the reservation date. Payment can be made in the form of a check made out to the Morrilton Area Chamber of Commerce, cash, or credit card.
- Full payment is due if cancellation notice is not given at least 24 hours before reservation start time.
- Exceptions to the agreement may only be made by the Morrilton Area Chamber of Commerce.

HOURS OF AVAILABILITY

- Meeting rooms are available from 8:00am-5:00pm Monday through Friday.
- All meetings must conclude by 5:00pm or an additional charge will occur.

MEETING ROOM SET-UP AND CLEAN-UP

- You may set up 1 hour prior to your scheduled meeting time, beginning no earlier than 7:00 a.m.
- Clean-up must end no more than 1 hour after your scheduled meeting time, but before 5:00 p.m.
- No pins, nails, tacks, or other items may be stuck into the walls.
- **You are responsible for the table and chair arrangement of your room, including returning the room to its original arrangement after your meeting.**
- **You are responsible for clean-up after your meeting. If you do not return the room to its original condition, you may be charged up to \$50 in cleaning fees.**
- **You are responsible for clean-up and removal of food and beverage trash (outside receptacles) from the meeting space immediately following your meeting.**
- Chamber staff and office equipment is not included in rental. Copying/faxing of meeting material will be done at the Chamber's regular fee amounts.
- You are responsible for paper, pens, and any other materials you might need for your event.
- Open flames, candles, balloons, glitter, sparkles, confetti, etc. are not permitted in meeting rooms.

TECHNOLOGY & AUDIO/VISUAL EQUIPMENT

- The Chamber building is equipped with free wireless internet. Log-on info available on request.
- The Community Room is equipped with a projector available free of charge with room rental. Chamber personnel will show your meeting organizer how to use it if given advance notice.
- All other technology must be discussed with Chamber personnel.

KITCHEN USE

- Coffee, water, and ice is provided as part of your rental agreement. These items are **self-service** from the kitchen area. You must supply any other food or drink items you need.
- You are responsible for bringing your own plates, cups, napkins, utensils, etc.
- You are responsible for clean-up after your meeting. If you do not return the kitchen to its original condition, you may be charged up to \$50 in cleaning fees.

PARKING

- Please make sure attendees leave the parking spaces open in front of the Chamber entrance and in front of neighboring businesses. Additional parking is located in the parking lot behind our building and parking lot across the railroad tracks. A parking map will be provided to all groups.

By signing below, the business/organization understands that full payment must be remitted at the time the reservation is made. The business/organization is responsible for full payment if cancellation notice is not given at least 24 hours prior to reservation start time. The business/organization agrees to the above Morrilton Area Chamber of Commerce Meeting Room Usage Guidelines.

Authorized signature: _____ Date: _____