



## **Conroe/Lake Conroe Chamber of Commerce Facility Rental Application/Agreement**

### **I. FACILITY DESCRIPTION:**

The Conroe/Lake Conroe Chamber of Commerce is located at 505 W. Davis. Facilities include a board room which is approximately 1,300 square feet of meeting space, tables, and chairs to seat a maximum of 50 people, along with a small conference room with a large table and chairs which seats up to 12 people. The Chamber board and conference rooms are available for use free of charge for Chamber members during normal business hours. All room requests and usage are subject to availability.

### **II. HOURS OF OPERATION:**

The Chamber is available for usage Monday through Friday, 8:30 am – 4:30 p.m. After-hours are from 5-8 p.m. These hours include set-up and break down time. The Chamber is closed on the weekends.

### **III. RESERVATION POLICY:**

The Front Desk will handle the reservations for both conference rooms. All conference room requests must be submitted to and approved by the Front Desk. This signed lease agreement and payments must be completed and prepaid before booking and are due within five (5) business days from the date the reservation is made. If available, the kitchen area may be utilized; however, a \$100 deposit will be collected at the time of reservation. All after business hours functions will require the presence of the Front Desk. Reservations will be made on a first come/first serve basis.

### **IV. PARKING:**

Parking is available directly in front of and behind the Chamber as well as along Newton and Simonton Streets. **Parking is NOT allowed in either of the lots across the street from the Chamber on Newton Street.**

**V. The Lessee agrees to hold the Conroe/Lake Conroe Chamber of Commerce harmless for any liability from its use of the premises.**

### **VI. DEPOSIT REFUND**

The deposit of \$100 will be fully refunded within five (5) business days of the rental date only after the Chamber is satisfied that the use did not:

- 1. Result in any damage to Chamber property.**
- 2. Require additional cleaning services**

- 3. Result in any theft of Chamber property**
- 4. VIOLATE ANY OF THE RESTRICTIONS IN SECTION 9**

**VII. REQUIREMENTS:**

- The Lessee agrees to be responsible for any damages caused to the Chamber during the use of its premises.
- If you require technology assistance, please indicate on form and pre-arrange with the Front Desk.
- Chairs and tables may be re-arranged for meeting purposes; however, they **MUST** be returned to the original order at the conclusion of the event (see diagram for board room setup).
- Outside food and drinks are permitted in the meeting rooms.
- The Lessee is responsible for cleaning the meeting rooms and/or kitchen.
- The Lessee is responsible for removing all trash at the conclusion of the event. ALL trash must be placed inside garbage bags inside trash receptacles located in the kitchen. ALL trash must be taken out of the building after events. Trash containers including recycling bins are provided in the meeting rooms and garbage dumpsters are located behind the Chamber building.
- No posters, papers or artifacts of any kind may be taped, pinned or adhered to the walls or doors of the meeting rooms.
- The length of time needed for each meeting should include time for setting up the room and cleaning and putting it back in order at the end of the meeting. Late charges will be assessed if the time frame is not adhered to.
- Smoking is not permitted inside and within 20 feet of the entrance to the Chamber building. This is a City of Conroe Smoking Ordinance Passed in August 2009.

**VIII. RESTRICTIONS:**

- The following restrictions will help maintain the conference rooms as a high-quality meeting facility. Violating any of these restrictions may result in the Chamber retaining the entire deposit or assessing additional fees as listed.
- This is a working office building and access to the office suites is strictly prohibited.
- As noise can be an issue, ALL cellphone calls and conversations during breaks should not take place in the Chamber lobby or foyer.
- The Chamber does not lend out extension cords, UBS drives, HDMI cords, etc.

**IX. ALCOHOL**

Alcohol is not allowed to be brought in by any group renting the Chamber's meeting or board rooms unless arrangements are made in advance with the President.

**X. MEMBER FEES:**

**RENTAL FEES:**

Business Hours (Monday-Friday: 8:30 am-4:30 p.m.).....No Charge  
 After Hours (Monday-Friday 5-8 p.m.).....\$100

**XI. NON-MEMBER FEES—BUSINESS HOURS RENTAL FEES:**(Monday-Friday: 8:30 am-4:30 p.m.)  
**CONFERENCE ROOM**.....\$20 per hour, 1-hour minimum rental, billed in 30-minute increments after first hour  
**BOARD ROOM**.....\$50 per hour, 2-hour minimum rental, billed in 30-minute increments after first hour

**XII. NON-MEMBER FEES—AFTER HOURS RENTAL FEES:**(Monday-Friday: 5-8 p.m.)  
**BASE FEE/** .....\$100  
**HOURLY**.....\$50 per hour

**BEVERAGE(S) FEES for MEMBERS and NON-MEMBERS:**

Coffee, water\* and sodas\* (Ordered In Advance).....\$30  
 Coffee, water\* and sodas\* (Day of Meeting).....\$50  
 \*24 each

**XIII. OTHER FEES: MEMBERS AND NON-MEMBERS**

- Technology included: USB ports/ wireless keyboard/ TV screens/ sound system
- The Board Room and Conference Rooms are NOT wired with a public address (microphone) system.
- Technology available to rent: Laptop w/ projector.....\$50
- **Reconfiguration Fee:** will be assessed *if the room is not returned to the original configuration* .....\$50
- **Trash Take Out Fee:** if the trash barrels are not taken out to the curb by Member or Non-Members.....\$30
- Late Fee.....\$25 **per 30 minutes** once the original timeframe has expired

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**XIV. LESSEE INFORMATOIN**

Organization Name (Lessee): \_\_\_\_\_

Member: Yes / No

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose/Type of Function: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Board Room or Conference Room: (circle one)

**XV. REQUESTED RENTAL DATE:** \_\_\_\_\_

Reservation Time: (including prep and clean up): \_\_\_\_\_

Starting time of Event: \_\_\_\_\_

Ending Time of Event: \_\_\_\_\_

**XVI. ADDITIONAL INFORMATION:**

Audio/ Visual Equipment Needs (circle one)

Projector / Laptop/ Clicker / Internet Access / Wireless Keyboard / TV Screens / None

Podium (Board Room Only): **Yes / No**

Food / Display Table (Board Room Only): **Yes / No**

Wish to pre-purchase beverages from Chamber? **Yes / No**

Please feel free to provide any additional information.

\_\_\_\_\_  
\_\_\_\_\_

**XVII. BOOKING/RENTAL FEE/DEPOSIT**

**Meeting Room Charges:**

Room Deposit \_\_\_\_\_ Base Rate: \_\_\_\_\_ Hourly Fee: \_\_\_\_\_ Technology

Fee \_\_\_\_\_ Beverages \_\_\_\_\_ Total: \_\_\_\_\_

**XVIII. SIGNATURE**

Signature of director or officer agrees to the terms and has authority to accept responsibility for the Lessee:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**Chamber Office Use:**

Chamber Member: YES NO

Member Level: \_\_\_\_\_

Approved by: \_\_\_\_\_

Entered on Calendar \_\_\_\_\_