



TULLAHOMA AREA CHAMBER OF COMMERCE CONFERENCE ROOM POLICIES AND PROCEDURES

Please read this document then sign at the bottom indicating that you have read and will adhere to the rules.

Member Name: _____ **Contact Person:** _____

Request Date of Room Use: _____ **Timeframe for Use of Room:** _____

- ✓ You may provide refreshments for your meeting (no red beverages); however, all garbage must be removed and taken outside following the meeting. The trash can is located in the alley outside the side door of the conference room. We do not have a garbage disposal so do not dispose of any food waste in the sink. You are responsible for cleaning any stains in the carpet and/or the use of outside cleaning services if necessary. _____ (initial)
- ✓ We have a Keurig machine that may be used for coffee; however, you will need to provide the K-cups and any other beverage accoutrements.
- ✓ Chairs may be re-arranged, but need to be returned to their original positions.
- ✓ The A/V equipment is available for use. If necessary, please feel free to stop by the Chamber or contact our Marketing/Communications Coordinator before your event to be sure that everything is compatible.
- ✓ We have one public uni-sex restroom that is available. You are responsible for any charges incurred if there are any damages or repairs needed to the sink or commode. _____ (initial)
- ✓ Please take cellphone calls in the back hallway near the restrooms or outside so as not to disturb the Chamber staff.
- ✓ The use of the conference room is for business purposes only; no personal or social gatherings will be permitted. No political meetings or religious ceremonies may be held.
- ✓ You accept full responsibility for any damages to the facility, including AV equipment and if the use of any outside cleaning services if necessary. _____ (initial)
- ✓ The Tullahoma Area Chamber of Commerce is not responsible for any items that are lost, stolen, or damaged during the use of the room. _____ (initial)
- ✓ It is understood that the Tullahoma Area Chamber of Commerce is no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility.

Name/Signature: _____ **Date:** _____

(This person is responsible for making sure the rules are adhered to)

Contact Phone Number: _____