



## Meeting Room Info, Policies & Procedures

As a member benefit, the Brevard/Transylvania Chamber of Commerce (Chamber) has meeting space available free of charge! The Chamber meeting rooms are intended to be used in certain instances where no on-site space exists for the member and can accommodate up to 16 people seated at tables, or 25 people standing.

Chamber meeting rooms are available for the following purposes:

1. Non-recurring meetings, such as with clients, prospects, and board retreats
2. Temporary space for regular meetings when normal meeting space is unavailable

Chamber meeting rooms are not intended or allowed for the following uses:

1. Regularly scheduled/recurring meetings including board, member, or planning meetings
2. Workshops, seminars, fundraising, political, religious, or similar events
3. Activities that involve soliciting donations, admission, or the taking of orders

### Rules

- Reservations can be made 90 days in advance
- Minimum two (2) week notice required
- Space is available Monday-Friday 9am-5pm
- Attendance must be limited to 25 persons
- Seating for 16 people and 6 tables is provided
- Additional chairs may be provided by member
- No recurring meeting requests
- No signs, banners, etc., to be attached to interior or exterior walls
- No projector, whiteboard, or IT services provided
- No tobacco use on Chamber property or inside buildings
- Any food/beverage needs to be preapproved by staff
- Limited kitchen use
- No supplies are provided
- Furniture to be returned to original location
- Member must clean up after meeting, including removal of trash
- Room to be left clean and in good condition, including restrooms

Programs or activities conducted by the Chamber or any Tenant shall have priority for use of the space in the event of a scheduling conflict. The Chamber staff will review requests in the order they are received. Use of the Chamber facilities does not imply endorsement, support, or co-sponsorship by the Chamber. Members using the facilities may not imply such support or endorsement in any advertising or publicity.

The meeting rooms are located on the second floor at the Chamber. THERE IS NO ELEVATOR. Parking at the Chamber Visitor Center building is limited. Alternative parking for groups using the meeting rooms may need to be explored, depending on the length of the meeting and the number of attendee cars.

Members using the Chamber facilities assume full responsibility for any loss or damage to the rooms or their contents and must be promptly reported to the Executive Director of the Chamber. Members failing to comply with any part of the Meeting Room Policies & Procedures may be denied further use of the facility.