

Brevard/Transylvania Chamber of Commerce

Meeting Room Policies & Procedures

(as of 1/1/17)

As a member benefit, the Chamber of Commerce will allow, under certain conditions, the use of the upstairs meeting room for member meetings. The Chamber staff will review requests in the order they are received. Programs or activities conducted by the Chamber of Commerce or any Tenant shall have priority for use of the space in the event of a schedule conflict.

The Chamber Board room is intended to be used in certain instances where no on-site space exists for the member. It can be beneficial to members, but it is a limited resource with specific parameters, and should be viewed as such.

Specifically, it is designed for the following purposes:

1. Meeting with clients.
2. Special meetings involving other members, local government, regional partners, etc.
3. Board retreats.
4. Temporary space for regular meetings (i.e. monthly Board meetings) when there is an issue with the normal meeting space.

It is not intended or allowed for the following uses:

1. Regularly scheduled meetings.
2. Commercial purposes defined as active soliciting or selling of products or business services (i.e. workshops, seminars, etc.).
3. Sectarian or denomination religious programs or services.
4. Events advocating for specific partisan causes, political issues or candidates.
5. Activities that involve soliciting donations, admission, or the taking of orders.
6. Fund raising events except those sponsored by the Chamber of Commerce or Tenant.

The Board room may be reserved up to a maximum of ninety days in advance. A minimum two-week notice requested. The facility is available for use during normal business operating hours of 9:00 a.m. – 5:00 p.m., Monday to Friday. Other times may be considered if a member of the Chamber of Commerce staff or the Tenant will be attending the meeting. Recurring meeting requests will not be granted.

Groups using the facilities are required to set up for their event and return furniture and equipment to their original locations. Groups must leave the room, kitchen, restrooms, furniture and equipment clean and in good condition. Groups may not attach any signs, banners or other materials to any exterior or interior wall or other surface of the building. The Chamber of Commerce will not supply standard office and other consumable supplies.

Each group using the Chamber facility assumes full responsibility for any loss or damage to the room or its contents. The authorized representative of the group submitting the application shall attend the meeting and be personally responsible for the group's adherence to this policy. Any loss or damage must be promptly reported to the Executive Director of the Chamber. Attendance must be limited to the number set by local fire code regulations for the meeting room.

Meetings may not disrupt the use of the Chamber of Commerce or any Tenant. Consumption of alcoholic beverages and the use of tobacco products by any entity requesting the use of the facility (other than the Chamber or any Tenant) are strictly prohibited. Coffee and light snacks may be provided by the group. Delivery of meals is typically acceptable, but prior approval from Chamber staff is required.

Use of the Chamber facilities does not imply endorsement, support, or co-sponsorship by the Chamber of Commerce of the activities that take place in the Board room or of the beliefs or policies of the group using the meeting room. Groups using the facilities may not imply such support or endorsement in any advertising or publicity.

Groups and individuals failing to comply with any part of the meeting room policies and procedures may be denied further use of the facility.

A projection screen and flip chart are available for use free of charge. Any additional audio/visual equipment must be provided by the Group.

The undersigned organization or individual will be responsible for any damages incurred to the space or to the equipment used. The need for repair and replacement of damaged equipment will be determined by the Chamber of Commerce.

To arrange use of the Chamber meeting room, please contact:

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