



**Traverse City Area Chamber of Commerce
2009 Meeting Room Directions for Use
AGREEMENT**

(Updated 12/01/08)

When utilizing space at the Chamber, we respectfully ask that you observe the following:

- **In accordance with the City Smoking Ordinance, Smoking is prohibited within 15 feet of the Building.**
- **Meeting rooms are available Monday – Friday, 8:30 a.m. to 4:30 p.m. Meetings are not permitted before or after these hours. Room usage will be limited to 4 hour block time frames. Each Chamber member will have 8 hours available of room usage per month.**
- **Please bring your own equipment. The Chamber does not provide technical equipment or technical support** (flip charts, pads of paper, markers, easels, **computers or projectors**). However, we do have a permanent projection screen available in the Steelcase Business & Education Center that members are welcome to use.
- **Chamber meeting rooms are not available for meetings or seminars for which your organization is charging a fee.**
- **Chamber meeting rooms are available** for member organizations only.
- **Please plan to end your meeting** at the scheduled time, as there may be another meeting immediately following yours.
- **Coffee – The Chamber provides** coffee packets (regular & decaf), filters, styrofoam cups, sugar and non-dairy creamer. You are responsible for making your own coffee and turning the burners off when you are through. When using our coffee maker, please make sure to rinse coffee pots & empty the filter. There is tap water available for you to make coffee, but **we do not provide** bottled water – you will need to bring your own.
- **Food – When serving food**, please be sure to clean off all surfaces – tables and counters - after your meeting. We request you use a Chamber member caterer for your meeting at the Chamber. The Chamber has several excellent member caterers we would be happy to refer you to or you can refer to your Chamber membership directory or online at www.tcchamber.org
- **Please return the tables and chairs to the original formation.**
- **Please turn the lights off** when you leave. Please leave the room in the same condition as when you arrived.
- **Rest Rooms – Please help** ensure that your participants are thoughtful of others when utilizing the rest rooms, and please check the condition of the rest rooms following your meeting.
- **Cell Phone Usage** – Please feel free to take calls in the hallways or open areas, just be considerate of Chamber employees working in these areas.
- **If damage is incurred** because of your use of the meeting room and/or facility, you agree to pay for the damage and/or take care of the problem.
- **Copy Machine & Paper** – Copies are \$.15 per sheet.
- **The Chamber encourages recycling** – Please use containers provided.
- **Please remove your garbage**, paper and cardboard boxes (please break down boxes). They can be deposited in the Sprinkler Control Room on the SW corner of the first floor. There are also larger dumpsters for garbage, paper and cardboard located outside of the NW corner of the building.
- **The Chamber’s visitor parking spaces are not available to meeting attendees. Please inform your meeting attendees that they will need change for metered parking.** Metered parking spaces are available on the east and west side of the Chamber building. Additional parking is available in the Downtown Traverse City parking deck.

Name: _____ Business: _____ Date: _____

Thank you for your understanding and compliance with these conditions.

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