



CONFERENCE & MEETING ROOM POLICY

The Prince William Chamber is pleased to allow the use of its meeting rooms to Chamber members and affiliates through advanced arrangements. The meeting rooms are for purposes not intended to generate a profit (i.e. employee training programs, off-site meetings).

Meetings intended to generate a profit (sales presentations, client training classes, etc.) will be billed at the rate of \$75 per half day (four hours or less) or \$150 per full day (more than four hours). Non-members will be billed at these rates for any use of the meeting rooms. All meetings must begin and end between the hours of 8:30 am – 4:30 pm unless advanced arrangements are made with a staff member and/or approved by the President for other requested times. Meetings outside the regular working hours of 8:30 am – 4:30 pm Monday through Friday may be billed an additional fee of \$25 per half hour for staff time.

A room rental fee is waived for any major annual sponsor (Vision, Cornerstone, Chamber Partners) and for nonprofit organizations (such as Toastmasters). Additionally, the Chamber President reserves the right to waive any fee at anytime.

Users must handle special set-ups (other than traditional rectangular set up) of the room(s) and the clean-up at the conclusion of meetings.

There is no additional charge for the use of easels, TV-VCR, or screens. Arrangements must be made for these items in advance, as they are assigned on first come-first served basis.

- Coffee is available for \$5 per pot. The Chamber will provide cups, creamer and sugar.
- Bottled Water & Soft drinks are also available for \$1.00.
- If special equipment (overhead projector, TV/VCR, flip charts, etc.) is needed, advance arrangements should be made when scheduling room.
- Wireless Internet is available through the JTC communications Wireless Network.
- If the room was re-arranged by your group for a meeting, please return the room to its original setting when finished.
- Please dispose of all cups, leftover debris and perform other clean up. Waste baskets are provided in each meeting room, plus there are larger waste baskets in the kitchen areas.
- Any additional janitorial care required will be billed to the business or group using the rooms at a minimum fee of \$25.
- Turn off all lights in meeting room before leaving.
- No smoking is permitted in the building at any time.

- Please sign and date the policy confirmation and return to the Chamber by fax or mail.

Signature

Company Name

Date

Please note that meeting rooms are available from 8:30 am - 4:30 pm.
Meeting Room Cancellations need to be cancelled 24 Hours prior to date requested.
The President of the Chamber will have the final authority on the use of the meeting rooms.

We thank you for your cooperation and welcome you to use our facilities!



PRINCE WILLIAM
CHAMBER
OF COMMERCE

The Prince William Chamber of Commerce Conference Room Reservation Form

(Please Print Clearly)

Date Requested: _____

Hours Needed: _____

Meeting Agenda Item: _____

Company: _____

Contact name: _____

Address: _____

Phone: _____

Will lunch be served? _____

If so who is catering? _____

In requesting to use the Chamber of Commerce Conference Room, I understand that my company will only use this for direct business purposes. We will supply our own utensils, plates, etc. We will leave the conference room in the condition we found it. Cell phones will only be used in conference room or out side the building as to not disturb regular business of the Chamber. The Chamber will not provide use of office equipment or supplies. Not complying with these stipulated guidelines may result in termination of future use of the room as well as a cleaning fee of up to \$50.

Signature of Business: _____

For office use only:

Date Received: _____

Staff: _____

Approved: _____ Denied: _____

Reason: _____

Contacted business date: _____

Signature of Chamber Staff: _____ Date: _____

The Prince William Chamber
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