

## CONFERENCE ROOM POLICY

- 1. Only one meeting attendee may park in the Chamber parking lot. All other meeting attendees are required to park off-site.** The Chamber parking lot is small and must remain available for Chamber events and meetings. Parking is not allowed in the alley way. It is the company representative's responsibility to notify all participants of our parking policy and to enforce this policy the day of the meeting. If this procedure is not followed, the Chamber will interrupt the meeting and ask your group to move their vehicles.
- 2. Conference rooms are to be used only by the business that is a member of the Roseville Area Chamber of Commerce.**
- 3. Conference rooms are available to members Monday through Friday, 8:45 a.m. to 4:45 p.m.**
- 4. Each member is allowed to use the conference rooms at no charge for up to 10 hours per month and that rooms not cancelled 24 hours in advance will be counted as used.**
- 5. Reservations cannot be made more than three calendar months in advance.**
- 6. Cancellations MUST be made at least 24 hours in advance.** Failure to show without 24-hour notice will result in the meeting time being counted toward the 10-hour maximum, regardless of whether or not the room was used.
- 7. After 10 hours have been used in the same month, a charge of \$25 for each additional hour used will apply.**
- 8. Reservations must be made at least 24 hours in advance and are on a first-come, first-served basis.** Reservations can be made using our new online reservation system ([www.rosevilleareachamber.com](http://www.rosevilleareachamber.com)), by phone (916 783-8136), or by email ([nmcelroy@rosevilleareachamber.com](mailto:nmcelroy@rosevilleareachamber.com)). If your reservation is accepted, an email confirmation will be sent and will serve as proof of your reservation. Please be prepared to show this confirmation at the time of your scheduled meeting.
- 9. Reservations should only be made for the time you will be using the room since the time reserved will be counted towards the 10 hours allowed per month.**
- 10. Chamber events and meetings take precedence.** As much notice as possible will be given if it becomes necessary for the Chamber to reschedule your reservation.
- 11. Organizations using a room are responsible for removal of trash and making sure that the room is left in the same condition it was found.**
- 12. The Chamber does not provide refreshments.** The organization may bring in outside food and drinks. Cooking and use of the kitchen is not permitted.
- 13. Organizations using a room are responsible for bringing their own equipment** (e.g. projector, laptop, white board, etc.). There is a blank wall available to project onto, so a screen is not necessary but is allowed if the member wants to bring their own. Wi-Fi is available at no charge.
- 14. Use of the facility is confined to the conference rooms and *front restrooms only*.** Please be respectful of others working and keep noise level to a minimum. The back restroom and kitchen are not available, and the lobby area and hallway are not to be used to take calls or gather.

**Any group that does not follow the policy for use of the Roseville Area Chamber of Commerce conference rooms may not be permitted to use the room in the future.**



*We appreciate the ability to provide this benefit to our members.  
We ask for your consideration while you are here as we are busy serving all of our members.*

**Roseville Area Chamber of Commerce**  
**Conference Room Agreement (filled out annually)**

THIS FORM MUST BE SIGNED AND RETURNED 24 HOURS IN ADVANCE OF USE DATE ACKNOWLEDGING ACCEPTANCE OF THE RULES, ASSUMING RESPONSIBILITY FOR THE ROOM AND FOR THE CONDUCT OF THE GROUP.

Organization Name: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Responsible Person On-Site: \_\_\_\_\_

*Please remember that it is acceptable to park in our lot while loading and unloading your car for your meeting, but we ask that everyone using our rooms park off-site to allow for normal Chamber business activity.*

***Please be sure to instruct your attendees to park off-site prior to your scheduled meetings.***

\*\*I have read and agree to the conditions stated in the Policy for use of the Chamber conference rooms, included but not limited to the following:

**Please initial:** \_\_\_\_\_ 1. I understand that only one (1) meeting attendee may park in the Chamber parking lot. All other meeting attendees are required to park off-site.

**Please initial:** \_\_\_\_\_ 2. I understand that conference rooms are to be used only by the business that is a member of the Roseville Area Chamber of Commerce.

**Please initial:** \_\_\_\_\_ 3. I understand that the conference rooms are available Monday through Friday, 8:30am- 4:45pm.

**Please initial:** \_\_\_\_\_ 4. I understand that my company is allowed to book a conference room 10 hours per month at no charge and that rooms not cancelled 24 hours in advance will be counted as used.

**Please initial:** \_\_\_\_\_ 5. I understand that reservations cannot be made more than three (3) calendar months in advance.

**Please initial:** \_\_\_\_\_ 6. I understand that failure to show without 24-hour notice will result in the meeting time being counted toward the 10 hour maximum per month.

**Please initial:** \_\_\_\_\_ 7. I understand that I am responsible for all trash removal and will leave the room in the same condition as it was found.

**Please initial:** \_\_\_\_\_ 8. I understand that my company must provide all refreshments and utensils for my meeting.

**Please initial:** \_\_\_\_\_ 9. I understand that my meeting is to be self-contained and I am responsible for bringing my own equipment.

**Please initial:** \_\_\_\_\_ 10. I understand the use of the facility is confined to the conference rooms and front restrooms only.

**Please initial: \_\_\_\_\_ I understand that each member is allowed to use the conference rooms at no charge for up to 10 hours per month. After 10 hours have been used in the same month, my account will be billed \$25 for each additional hour used.**

*Thank you for adhering to our guidelines!*

**Please return to:** Roseville Area Chamber of Commerce [nmcelroy@rosevilleareachamber.com](mailto:nmcelroy@rosevilleareachamber.com)  
650 Douglas Blvd. Roseville, CA 95678 | Phone: 916-783-8136 | Fax: 916-783-5261