

# Facility Reservation Request Form

Tri-Lakes Chamber of Commerce, Economic Development and Visitor Center offers the use of its facility for community members. There is no charge for member businesses and non-profits. Donations are accepted and appreciated.

Chamber member businesses and non-profits may reserve rooms for up to four hours at no charge. Others may request use of rooms at a rate of \$50 for each 4-hour period. Allowed uses are meetings, classes, seminars, and education opportunities. We do not allow parties of any kind. Because of high demand, there is a limit of one use per month for each business or organization for the Chamber Community Room

Facility users are expected to be self-sufficient. Extension cords, miscellaneous office items, copying or other items are not available. Audio-visual assistance is not provided; however, a 70" television monitor is available. Please come early to test your AV presentation.

## Guidelines for room use:

- **For emergencies, call 911.**
- The phone number for the Chamber Office is 719-481-3282 during business hours (9:00 AM to 5:00 PM, Mon-Fri).
- For building concerns before or after business hours, please call Terri Hayes at 719-332-3241.
- If your meeting is after hours, you must pick up a key prior to the event during business hours.
- Please let us know should you need to cancel. If you do not cancel in advance, you will be charge \$50 even if you were scheduled to use the room at no cost.
- Glitter and spray paint are not allowed. Craft classes must be discussed with a staff member in advance.
- Nothing may be hung on the walls except with Command Strips.
- You are responsible for the cost of repair for any damage.

**Please complete the following for our records, and in case we need to contact someone from your group regarding your reservation.**

Room(s) requested:  Community Room/Kitchen (up to 60 people)  Conference Room (up to 8 people)

Date/s of event: \_\_\_\_\_

Set-up arrival time: \_\_\_\_\_ Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_ Departure time (after clean-up): \_\_\_\_\_

Business or group: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Purpose of reservation (meeting, class, etc. - no parties): \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Will food and/or beverages be served? Describe: \_\_\_\_\_

Chamber Member?  Yes  No      Non-Profit  Yes  No

## After your meeting:

If the floor needs it, there a vacuum and a broom in the Utility Room, as well as other cleaning supplies. Wipe down the tables, chairs and kitchen counters, as needed. If trash cans are full, please empty them in the trash bins located behind the building (do not let the back door close behind you because it locks automatically). Please note, there are separate bins for trash and recycling. If you are here outside of business hours, turn off all lights and be sure the door locks behind the last person out.

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

