

Meeting House Reservation Request

Tri-Lakes Chamber of Commerce, Economic Development and Visitor Center offers the use of this facility for community members. Donations are accepted and appreciated.

Non-profits who are 501(c) organizations may reserve the Meeting House for up to four hours at no charge. Chamber members pay \$15 for each 4-hour period. Others may request use 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. The Meeting House holds a maximum of 50 people.

Facility users are expected to be self-sufficient. Extension cords, miscellaneous office items, copying or other needs are not available. Audio-visual assistance is not provided; however, a 50" television monitor is available. Please come early to test your AV presentation.

Guidelines for room use:

- The address of the Meeting House is 300 CO-105, Monument.
- **For emergencies, call 911.**
- The phone number for the Chamber Office is 719-481-3282. Office hours are 9:00 AM to 5:00 PM, Monday-Friday.
- For building concerns before or after business hours, please call Terri Hayes at 719-332-3241.
- You must pick up a key at the Chamber office prior to the event during our normal business hours.
- Please let us know if you need to cancel. If you do not cancel in advance, you will be charged \$50 even if you were scheduled to use the room at no cost.
- Serving alcohol is fine. Selling alcohol is strictly prohibited by law.
- 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 or carpet cleaning needed because of spills.

NOTE: This building is NOT air conditioned. There is a large fan available for use.

Please complete the following for our records and in case we need to contact someone from your group about your reservation:

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 or potlucks): _____

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

Chamber Member? Yes No 501(c) Non-Profit Yes No

After your meeting:

If the floor needs it, there are a vacuum and a broom in the cleaning supplies cupboard in the kitchen. There are other cleaning supplies in that cupboard for things like wiping off the tables, chairs and kitchen counters. If trash cans are full, please empty them in the trash bins located beside the building. Turn off all lights and be sure the door is locked when you leave.

Signature: _____ Date: _____

Office Use Only: On Calendar _____ Confirmation Email _____ Form in Book _____ Key Discussed _____ Key picked up _____

Updated 7/30/2021