



CONFERENCE ROOM RESERVATION FORM

DATE OF MEETING: MONTH _____ DAY _____ YEAR _____

TIME OF MEETING: FROM _____ AM / PM THROUGH _____ AM / PM

NAME OF GROUP: _____

MEETING CONTACT: _____

PHONE NUMBERS: WORK _____ HOME _____

ADDRESS: _____

E-MAIL ADDRESS: _____

NATURE OF MEETING: _____

TYPE OF GROUP: NON-PROFIT _____ PROFIT _____ NUMBER OF ATTENDEES: _____

ALL ATTENDEES MUST BE 18 OR OLDER

CONFERENCE ROOM A (Room 375)-seats 40-50 _____
MEETING ROOM C (Room 313)-seats 8-10 _____

MEETING ROOM B (Room 379)-seats 8 _____
MEETING ROOM D (Room 339-B)-seats 8-12 _____

ROOM RATE - CONFERENCE ROOM A:

\$75 per hour for profit groups- Non-Member	X _____ hours	=	\$ _____
\$50 per hour for profit groups- Member	X _____ hours	=	\$ _____
\$30 per hour non-profit groups	X _____ hours	=	\$ _____
\$160 ½ day (4 hours) - Member	X _____ hours	=	\$ _____
\$300 Full day (8 hours)- Member	X _____ hours	=	\$ _____

(Payment must be received prior to day of rental)

ROOM RATE - MEETING ROOM B, C

\$35 per hour for profit group- Non-Member	X _____ hours	=	\$ _____
\$25 per hour for profit groups- Member	X _____ hours	=	\$ _____
\$10 per hour non-profit groups	X _____ hours	=	\$ _____

ROOM RATE - MEETING ROOM D

\$40 per hour for profit group- Non-Member	X _____ hours	=	\$ _____
\$30 per hour for profit groups- Member	X _____ hours	=	\$ _____
\$20 per hour non-profit groups	X _____ hours	=	\$ _____

MEMBER BENEFIT _____ X _____ hours = \$ _____

CANCELLATION CHARGE (IF ROOM IS RESERVED BUT CANCELLED WITHOUT 24 HOUR NOTICE) \$ 25.00

MEETING ROOM SET UP CHARGE(IF APPLICABLE, IF ROOM SET IS CHANGED BY GUEST, IT MUST BE RE-SET TO ORIGINAL ARRANGMENT, OR FEE WILL BE CHARGED \$ 100.00

TOTAL AMOUNT DUE: \$ _____

EQUIPMENT AVAILABLE (PLEASE CHECK THE EQUIPMENT YOU PLAN TO USE):

- _____ Flip Chart/Paper - White Board
- _____ Overhead Projector - Conf. A Only
- _____ Meeting room sign/directional sign (upon request)

*** Any special equipment needed must be provided by client renting the room***

I have read the attached pages of the Naperville Area Chamber of Commerce Meeting Room Policy and Procedures document and agree to comply with its provisions. Contact Chamber office to reserve (630-355-4141)

SIGNED _____

DATE _____



CONFERENCE MEETING ROOM POLICY AND PROCEDURES

GENERAL GUIDELINES:

The meeting rooms at the Naperville Area Chamber of Commerce are designed to meet the operational needs of the Chamber and to provide accommodations for its committees, task forces, and other groups of Members and subtenants. Please call (630) 355-4141 for additional information.

PRIORITIES FOR ROOM USE:

1. Naperville Area Chamber of Commerce Board of Directors.
2. Committees, task forces and other Chamber groups.
3. Naperville Area Chamber of Commerce-Business Center/Sub-Tenants (fees may apply)
4. Meetings of Chamber Members for the purpose of educational, civic work or private purposes.
5. Meetings of potential *New* Members for the purpose of educational, civic, work or private purposes. (Accepted one month prior to booking date only)

MEETING ROOMS:

There are four rooms: Conference Room A which seats up to 50 people, and Meeting Room B, C & D which seats 8-10 people, depending on room

USE AND CARE OF THE FACILITY:

1. Meeting attendance must be limited to the stated capacity of each room.
2. The meeting room and rest rooms must be left in the condition in which they were Received or set up charge will be charged (\$100.00) to Renter if not left as original set up.
3. Access and use of kitchen facilities available for Conference Room A, only.
4. All waste material should be disposed of in the containers provided.
5. No smoking in building.
6. No one under the age of 18 in attendance without Adult Supervision.
7. No alcohol. *(Unless special permission is granted from CEO)*
8. Nothing is to be fixed permanently or temporarily to any wall or surface, including hallways.
9. Nothing is to be placed in hallways or on walls including easels or direction signs. *(If needed will be provided by chamber front desk.)*
10. Service/freight elevator must be used for hand trucks or carts
11. The group must vacate the building by the time specified on their reservation form.
12. Key must be returned within one day or security deposit (\$25.00) will be charged. Key may be left in meeting room.
13. Door to meeting or conference room must be locked when you leave.
14. Each organization will reimburse the Chamber for any or all property damage that occurs as a result of the organizations' use.
15. It is the responsibility of the organizer to make attendees aware of downtown parking areas. (Info provided)
16. No air conditioning in the building after 6pm, during summer months
17. CANCELLATION CHARGE (\$25.00) IF ROOM IS RESERVED BUT CANCELLED WITHOUT 24 HOUR NOTICE.

18. RESERVATIONS AND SCHEDULING:

All reservations are to be placed with the Chamber no later than one week prior to the event and no earlier than three months in advance. The person making the reservation must complete the form stating who will be the responsible person present at the meeting and who the contact is in the event that further information will be necessary. If the meeting room will be used after business hours, it will be necessary for the meeting leader to have an access key card which will allow them access into the building and conference room. Please note, the building air conditioning is turned off after 6pm during summer months.

The Main Street Promenade *Center & East Lobby Doors* will be available to access for entrance:

Monday - Thursday	until 8:00 pm
Friday	until 6:00 pm
Saturday	until 5:00 pm

PARKING:

Parking is available in the Van Buren Parking Garage located across Main Street on the east side of the building, as well as in the Paw Paw Parking Lot located across Van Buren Avenue on the south side of the building. There are parking time limits in many of the parking lots of downtown Naperville, and any fines incurred are the responsibility of the violator.

Parking Time Limits:

Paw Paw Parking Lot	3 hours
Curbside Street Parking	2 hours
Van Buren Parking Garage	3 hour parking on level 1 & 2
Van Buren Parking Garage	Unlimited 9am to 2am on levels 3 and above

LIABILITY:

The applicant agrees to indemnify Hold Harmless and Defend the Naperville Area Chamber of Commerce from and against all personal injuries and/or loss of personal properties sustained by the applicant's attendees arising out of the facility use applied for under the Naperville Area Chamber of Commerce meeting room policy and procedures.

RESTRICTIONS:

1. The Chamber of Commerce meeting room is not available for personal parties, business parties, Fundraising activities, religious services.
2. Organizations meeting in the Chamber meeting room shall not use the Chamber mailing address or, even on a temporary basis, direct calls pertaining to their meetings through the Chamber's telephone system.
3. *No alcoholic beverages* are to be consumed in meeting and conference rooms.
4. No animals are to be allowed except for seeing-eye dogs.
5. No organization may transfer its meeting room hours to another group without the prior consent of the President/CEO. The Chamber may preempt any meeting when necessary. If this happens, all reasonable efforts will be made to reschedule the reservation at another facility or at another time and date.