

## Bowling Green Area Chamber of Commerce Community Room Rental Policy

Thank you for considering using the Chamber's community room for your event.

Please read the following guidelines before submitting the reservation request form.

Community Room	Capacity Training Style	Capacity Lecture Style	Capacity Banquet Style	Price
Room A	40	60	30	\$150 – Half Day \$300 – Full Day
Room B	20	30	18	\$100 – Half Day \$200 – Full Day
Both A & B	40	90	54	\$250 – Half Day \$500 – Full Day

### Discounts

- Non-profit partners receive a 50% discount on the base rental fee.
- New partners will receive one free use during their first year of partnership.
- President's Club discounts are as follows and may be redeemed Monday through Friday during regular business hours:
  - Diamond Star Level – Five (5) free uses per year
  - Platinum Star Level – Four (4) free uses per year
  - Gold Star Level – Three (3) free uses per year
  - Silver Star Level – Two (2) free uses per year
  - Bronze Star Level – One (1) free use per year

### General Guidelines

- Room rentals are available to Chamber partners only.
- **The renter is responsible for all room set up and take down** within the specified times of the reservation.
- The community room may be used for business purposes only. Parties, showers or other social events are not permitted.
- One representative of the company, who will be referred to as the "the renter" shall sign the rental contract. That person must be present during the entire rental period and will be held responsible for ensuring that all requirements are met.
- *Please consider the staff members who are working and be conscious of your noise level, especially in the hallway and during breaks.*

### Reservations, Payment & Cancellation Policy

- To make your reservation, simply complete the online form below and click submit.
- After submitting your reservation request, you will receive a confirmation email with detailed cost information.
- Once you acknowledge that the pricing is acceptable, the reservation will be officially booked.
- You will be invoiced the day after your event with any additional changes to your pricing having been made (i.e., if you planned to stay after hours but left early, that fee will be waived, and vice-versa).
- Renters who cancel less than one week in advance will be invoiced a fee that equals 15% of their confirmed rental cost.

### **Hours of Operation**

- Community room rentals are normally permitted during Chamber business hours, which are Monday 8:30 a.m. to 4:30 p.m. and Tuesday through Friday 8:00 a.m. to 4:30 p.m.
- *After Hours Rentals:* Ask to speak with our Office Manager if you would like to make a special request for after-hours accommodations. Chamber staff must be present after hours for an additional fee of \$25 per hour.
- *Weekend Rentals:* President's Club partners may rent on weekends. Chamber staff must be present on weekends for an additional fee of \$35 per hour, with a four hour minimum.
- Rentals are not permitted on holidays.

### **Set Up and Take Down**

- The Chamber will provide tables, chairs and white tablecloths. No other items are available for use.
- The renter is responsible for all room set up and take down within the specified times of the reservation.
- Before leaving, the person responsible must check out with the Receptionist or Office Manager so that the room may be checked.
- The room should be left in a clean state. All soiled tablecloths should be placed in the designated area.

### **Technology**

- The room is equipped with overhead projectors, powered screens and an AV system.
- To show a PowerPoint presentation, you will need to bring your own laptop.
- Chamber staff must be present during the set up and take down of your equipment, and there will be a \$25 per hour charge for their assistance (one hour minimum).

### **Catering**

- **We require that you use a Chamber partner for your catering needs.** A list will be provided upon request.
- A warming kitchen is available at the end of the hall on the first floor. You may use that kitchen during the timeframe of your reservation. Food is not to be cooked in this room, but rather it should be brought in pre-cooked and only warmed and given final presentation touches in the warming kitchen.
- You are responsible for ensuring that the kitchen is left in a clean and orderly state after your event.
- We ask that you please refrain from serving anything that is likely to be messy and stain the linens and/or carpet (i.e., spaghetti, barbeque, etc.)
- Candles or open flames of any kind are not permitted.
- Balloons and confetti are not permitted.
- You are welcome to use our coffee maker, but we ask that you bring your own coffee, cups and condiments. Disposables and utensils for your food are the responsibility of the renter.

### **Parking**

- Parking is available in the Stadium Park Plaza parking garage on College Street. The Chamber cannot guarantee that adequate parking will be available for your attendees.

### **Smoking**

- We are a smoke free facility. Smoking is not permitted anywhere inside the building. Smokers are directed to the back courtyard and asked to use the ashtrays located there.

### **Alcohol**

- Alcoholic beverages are not permitted on Chamber property.

### **Damages**

- The premises will be checked by the Office Manager and the person responsible after your event. Any damages appearing to be related to the actions of a member of your party will be the sole responsibility of the renter.
- The renter will be invoiced for any cleaning or repair necessary that is believed to be the result of the actions of his/her party.
- Attaching items to the walls with tape, thumb tacks or any other means is prohibited.