

# Brevard/Transylvania Chamber of Commerce

## Meeting Room Policies & Procedures

### (as of August 2018)

As a member benefit, the Chamber of Commerce will allow, under certain conditions, the use of the upstairs meeting rooms for member meetings. The Chamber staff will review requests in the order they are received. Programs or activities conducted by the Chamber of Commerce or any Tenant shall have priority for use of the space in the event of a schedule conflict.

The Chamber meeting rooms are intended to be used in certain instances where no on-site space exists for the member. They can be beneficial to members, but it is a limited resource with specific parameters, and should be viewed as such.

Specifically, they are designed for the following purposes:

1. Meeting with clients.
2. Special meetings involving other members, local government, regional partners, etc.
3. Board retreats.
4. Temporary space for regular meetings (i.e., monthly Board meetings) when there is an issue with the normal meeting space.

They are not intended or allowed for the following uses:

1. Regularly scheduled meetings.
2. Commercial purposes, defined as active soliciting or selling of products or business services (i.e. workshops, seminars, etc.).
3. Sectarian or denomination religious programs or services.
4. Events advocating for specific partisan causes, political issues, or candidates.
5. Activities that involve soliciting donations, admission, or the taking of orders.
6. Fundraising events except those sponsored by the Chamber of Commerce or Tenant.

The meeting rooms may be reserved up to a maximum of ninety days in advance. A minimum two-week notice is requested. The facilities are available for use during normal business operating hours: 9:15 a.m. – 4:45 p.m., Monday to Friday. Other times may be considered if a member of the Chamber of Commerce staff or the Tenant will be attending the meeting. Recurring meeting requests will not be granted.

The address is 175 E Main Street, Brevard, NC. **NOTE:** The meeting rooms are located on the second floor of the Chamber's Visitor Center. **THERE IS NO ELEVATOR.**

Groups using the facilities are required to set up for their event and return furniture and equipment to their original locations after their event. Diagrams of room set-up are located on the back of a door in each room. Groups must leave the room, kitchen, restrooms, furniture and equipment clean and in good condition. Groups may not attach any signs, banners, or other materials to any exterior or interior wall or other surface of the building. The Chamber of Commerce will not supply standard office and other consumable supplies.

Groups using the facilities should check with Chamber staff before altering the thermostat.

Each group using the Chamber facilities assumes full responsibility for any loss or damage to the rooms or their contents. The authorized representative of the group submitting the application shall attend the meeting and be personally responsible for the group's adherence to this policy. Any loss or damage must be promptly reported to the Executive Director of the Chamber. Attendance must be limited to the number set by local fire code regulations for the meeting rooms.

Meetings may not disrupt the use of the Chamber of Commerce or any Tenant. Consumption of alcoholic beverages and the use of tobacco products by any entity requesting the use of the facility (other than the Chamber or any Tenant) are strictly prohibited. Kitchen facilities are very limited. Coffee and light snacks may be provided by the group. Delivery of simple meals is typically acceptable, but prior approval from Chamber staff is required.

Parking at the Chamber Visitor Center building is limited, with 8-10 of the 23 spots reserved for staff and volunteers. Alternative parking for groups using the meeting rooms may need to be explored, depending on the length of the meeting and the number of attendee cars.

Use of the Chamber facilities does not imply endorsement, support, or co-sponsorship by the Chamber of Commerce of the activities that take place in the meeting room or of the beliefs or policies of the group using the meeting room. Groups using the facilities may not imply such support or endorsement in any advertising or publicity.

A projection screen and flip chart are available for use free of charge. Any additional audio/visual equipment must be provided by the Group.

Groups must provide their own office supplies and handle their own businesses services (phone, fax, copy machine usage, etc.).

Groups and individuals failing to comply with any part of the meeting room policies and procedures may be denied further use of the facility.

To arrange use of the Chamber meeting room, please contact

Sally Burnett  
[sally@brevardncchamber.org](mailto:sally@brevardncchamber.org)  
828-883-3700

I hereby acknowledge that I have reviewed this application in good faith and fully understand and agree to abide by all outlined policies and procedures. Further, both I and the organization I represent are responsible for any damages incurred to the space or to the equipment used.

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

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

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