



Traverse City Area Chamber of Commerce
2016 Meeting Room Conditions for Use
AGREEMENT

When not in use for Chamber purposes, Meeting Rooms are available to Member Organizations

ROOMS

- The Blue Room/First Floor: 30
- The VanSumeren Room/Third Floor: 10 to 14
- The Bay View Room/First Floor: 8

TIMES & LIMITS

- Available when building is open from 8:00 – 5:00, M-F *only*
- 4-hour limit per use; 8-hour maximum per month.
- *Meeting rooms are not available for meetings for which a fee is being charged to attend.*
- Rooms will be held for one week then released.

INTERNET/COMPUTERS/PROJECTORS

- The Chamber does provide a PC and overhead projector in the Blue Room & the VanSumeren Room, so please bring a USB or DVD with your presentation materials.
- Internet access is limited to basic web browsing.
- The Chamber cannot support or guarantee that ancillary services such as VPN, terminal services, etc. will be available. ***Do not disconnect the system in place to hook up a personal laptop.***
- **Please arrive early if you plan on using our equipment for training & setup.**
- The Chamber does not provide office supplies such as flip charts, paper, markers, and easels.

CONDITIONS

- The Chamber does not have a housekeeping staff. Please empty your garbage, coffee pots, turn lights off, and return the room to its original condition.

OTHER

Copies - \$.15 per sheet

Recycle – Please use containers where appropriate

Parking – Chamber visitor parking spaces are not for use by meeting attendees. Please inform attendees that metered parking is available on the east and west sides of the building, with additional parking in the downtown parking deck.

Cell Phones – When using cell phones, please be considerate of staff working in surrounding areas.

Smoking Is Prohibited within 15 feet of the Chamber Building

I understand I may be asked (with no less than one week's time) to find an alternate location in the event there is a conflict with a Chamber meeting.

Name: _____ Business: _____ Date: _____

Thank you for your understanding and compliance with these conditions.

202 E. Grandview Parkway, Traverse City, MI 49684
Phone: 231-947-5075, Fax: 231-946-2565, www.tcchamber.org