



Meeting Procedures
G. Heyward Goldfinch Board Room
Santee Cooper Small Conference Room

- All arrangements for the use of the G. Heyward Goldfinch Board Room or the Santee Cooper Small Conference Room should be made with the Chamber office in order to avoid scheduling conflicts. Before arranging a meeting, a check should be made with the Chamber office to ensure that the room is available.
- The G. Heyward Goldfinch Board Room is maintained primarily for the convenience of the committees of the Chamber. It is also made available, when not in use, for meeting of Chamber members and other civic groups. It is not available for commercial meetings, company sales or for the purpose of conducting business. Meetings for a profit-producing, religious or political nature are not accommodated.
- The room is free of charge once per month to all Chamber members during normal operating hours, Monday through Friday, 9 a.m. — 5 p.m. The use of the facility is not available when the Chamber office is closed. A fee of \$50 will be applied each time if a member requests use of the room more than once per month. If a reservation is made and said company does not show or does not cancel within 24 hours, the reservation will serve as the one-time-per-month use. If reservation is for a second-time use, said company will be billed \$50.
- On occasions, a Chamber member or organization may request use of the room either prior to or after normal working hours. In these cases, a Chamber staff person must be present and a fee of \$100 per hour will be charged. Under no circumstances will a key be made available. During the normal operating hours, an organization must provide someone to direct guests to conference room, or a fee of \$100 per hour will be charged for use of a Conway Chamber staff member. (Please note this policy applies to usage that extends past the scheduled meeting time and requires an employee to stay after hours.)
- Please be considerate of your scheduled meeting time. Others may be waiting on the room upon completion of your meeting.
- The Conway Chamber of Commerce reserves the right to cancel any reservations should the room be needed for Chamber functions.
- Any outside group or organization using the conference room should leave it in the same condition as found when entering, or a clean up charge of \$100 will be required. Requesting party agrees to tidy meeting room and kitchen, clean any spills and return tables and chairs to positions found. No decorations or display material will be attached to walls. Please put excess trash in receptacles behind the building. Lights will also be turned off before leaving.
- Smoking in the building is prohibited.



- Please be considerate and respectful of Chamber staff, other Chamber members and Chamber visitors when utilizing the Chamber conference rooms. Noise should be kept to a minimum.
- All guests should be directed to the public restroom facilities off the Chamber's front lobby.
- Copies are \$.07 per copy. No long distance faxes. Telephone service is not provided.
- The requesting party assumes all risk associated with the use of the Conway Chamber of Commerce facility and will indemnify, defend and hold harmless, the Conway Chamber of Commerce and its directors, officers, agents, and employees from and against any and all actions, claims, liabilities, assertions of liability, losses costs and expenses, including attorney's fees and cost of defense, which in any manner may arise or be alleged to have arisen from the requesting party's presence and activities at the Conway Chamber of Commerce facility.
- The aforementioned policy also pertains to the use of the Santee Cooper Small Conference Room.

The preceding policy is understood and the group agrees to comply. It is further agreed that the undersigned will be responsible for any damages.

Date: _____

Name of Group: _____

Printed Name: _____

Signature: _____

Telephone Number: _____