



**BOARD ROOM RENTAL POLICY & AGREEMENT**

The Large Boardroom and the Small Boardroom at the Chamber of Commerce building will be made available to Chamber Members for their use as an active member. This policy applies to both profit and non-profit members of the Chamber. Chamber membership will be determined by the name of the group requesting the use and not the individual. Non-members are permitted to use the Partnership facilities at the rates listed below. All meetings of the Blount Partnership to include the Chamber of Commerce, Economic Development Board, Smoky Mountain Tourism Development Authority and the Chamber Foundation will have first priority in the reservation of meeting space.

**MEETINGS DURING OFFICE HOURS (M-F 8a-5p)**

General Information:

- NO WEEKEND BOARDROOM RENTALS
- A 50% DEPOSIT REQUIRED FOR ALL BOARDROOM RENTALS
- Charges apply as follows
 

	<u>4 Hours</u>	<u>All Day</u>	<u>After Hours (out by 9.00p)</u>
Large Boardroom (capacity 60)	\$100.00	\$200.00	\$150.00
Small Boardroom (capacity 15)	\$75.00	\$150.00	\$125.00
- Charges apply as follows **FOR NON-CHAMBER MEMBERS**

Large Boardroom (capacity 60)	\$200.00	\$400.00	\$300.00
Small Boardroom (capacity 15)	\$100.00	\$200.00	\$400
- Due to insurance liability, the meeting rooms are for business meetings only. No personal, social gatherings will be permitted. No political meetings or religious ceremonies may be held in the facility.
- Food and beverages are permitted to be brought in by the renting party. The food vendor **MUST** be a Blount County Chamber member. (See list provided). You will be responsible for your own supplies, food, drinks, etc. Food items and supplies that are in the kitchen area belong to the Blount Partnership and are not available for use.
- Tables should not be moved without prior authorization. You may rearrange the chairs as long as you put them back as you found them. The room should be left in the same condition that it was found. Please take all trash to dumpster in the back of the building. Should the room not be left in the same condition and Partnership Staff has to restore it to its original condition a cleaning fee of \$50.00 will be invoiced to the Chamber Member.
- If you are using the meeting rooms during regular business hours (8a-5p) you will be required to use the **back parking lot** at the rear of the building. Please instruct your meeting attendees of this requirement prior to the meeting.
- **SMOKING** is **NOT** permitted inside or outside the building. The possession, use or distribution of alcoholic beverages or illegal drugs (controlled substances) or firearms on the Blount Partnership premises is prohibited.

**MEETINGS AFTER OFFICE HOURS (M-F 5p-9p; NO weekend bookings)**

*(Available to CHAMBER MEMBERS only)*

- The door key and security access information should be secured from the receptionist the day of the meeting and should be **returned the morning following the meeting** .
- In any and all promotions and communications regarding your company's meeting/event, your Blount Partnership/Blount County Chamber of Commerce name is only to be used as the meeting location. ANY REQUEST FOR YOUR BLOUNT PARTNERSHIP TO SUPPORT, PROMOTE, OR SPONSOR OR ENDORSE YOUR MEETING/EVENT MUST FIRST BE APPROVED BY BLOUNT PARTNERSHIP.
- Any promotion or sales of products or services during your meeting must first be APPROVED by Blount Partnership.
- ANY INVITATION EXTENDED TO THE NEWS MEDIA TO COVER YOUR MEETING/EVENT AT BLOUNT PARTNERSHIP MUST FIRST BE APPROVED BY BLOUNT PARTNERSHIP.
- When using the building after 5:00 pm, it is very important that the building be secure at all times. The only entrance to the downstairs area after 5:00 p.m. will be through the downstairs outside entrance on the side of the building facing Church Avenue. No access will be available to the upstairs portion of the building. You will be required to have an attendant at the door while the door is unlocked. This should eliminate the problem of individuals who are not a part of the meeting coming into the building.
- **The security system may be armed when you arrive. To disarm the security system. On the security access key fob press the green DIS button and hold for 2 seconds until green light flashes.**
- All inside lights should be turned off upon leaving the building.
- Winter, thermostat should be set at 60 degrees upon leaving the building.
- Summer, thermostat should be set at 80 degrees upon leaving the building.
- The security system will be required to be armed when you are finished with your meeting. To arm the security system, leave the building and lock the door, press and hold the red ARM button on the security access key fob for 2 seconds until the red light flashes.
- The key to operate the elevator is with the door key as well as the security access key fob. If you use the elevator please be sure it is locked before you leave. To lock the elevator lower it a little and turn off. The door should be locked.
- In case of emergency or extraordinary schedule conflict, Blount Partnership reserves the right to.
- A) change the site of the meeting to another suitable room in the building
- B) cancel user's meeting if another suitable room in not available. In such situations, a 24 hrs notification will be given if at all possible
- C) Blount Partnership and its programs reserve the right to use the room even if you company has already reserved the room. 24 hrs notification will be given if at all possible. Caution: on some rare occasions, chamber programs and economic development meetings will take priority. We will assist you in helping you find another location.
- Groups or individuals using the facility are liable for any damage to or misuse of the building, furnishings, or equipment. Charges for damage will be based on replacement cost or total repair cost. Additional services such as copies, etc will be added to the fee.

- The user assumes liability, including cost of defense and attorney's fees, for all bodily injury, personal injury or property damage that may occur on the premises as a result of Lessee's activities.
- By signing below, Renter agrees that if the security access key fob is lost or destroyed, they will be required to pay the current replacement cost for a new key fob.

MEDIA EQUIPMENT USAGE AGREEMENT

- WE REQUIRE a 24 Hour scheduled advance practice run on all equipment to ensure that all components work properly prior to your meeting. Should you not show up at least 24 hours in advance to ensure the equipment works properly the way you need it to, we will do our best to work with you the morning of, but we are a business and may not be able to accommodate your needs at that time.

Please complete the following form and return to the Blount Partnership for rental confirmation.

I have read the Board Room Policy and Agreement and I agree to abide by the rules as outlined.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Group using facility

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Meeting Room Requested

\_\_\_\_\_  
Date and Time of requested use.

\_\_\_\_\_  
Expected number in your group

Will you be using Media Equipment?

YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*If you are using any of the media equipment you MUST come to the Chamber prior to your meeting and do a test of equipment, or forward your presentation via email to the Blount Partnership for a trial run prior to your scheduled meeting.**

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Invoice? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes please complete the following)

Billing Name and Address.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

Payment. Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit \_\_\_\_\_

Name as it appears on the card. \_\_\_\_\_

Billing Address for card. \_\_\_\_\_

Card type. \_\_\_\_\_ Card #. \_\_\_\_\_  
Security Code. \_\_\_\_\_ Expiration. \_\_\_\_\_

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For Office Use ONLY

Approved. \_\_\_\_\_ Billed. \_\_\_\_\_ Paid. \_\_\_\_\_

January 2015