



## General Conference Room Policy

In accordance with the stated philosophy of the Coldspring Chamber of Commerce of Coldspring, Texas, the basic philosophy regarding use of the physical facilities shall be one of openness. We believe that we must, however, reserve the right to use the facilities for business and civic activities considered appropriate and consistent with the mission of the Chamber. The facility is not for personal and or private parties, nor political gains.

- Chamber Members may use the facility free of charge for their business/company. The Chamber member must be current on their membership dues.
- Requests must be submitted at least 5 days in advance to assure availability. The Chamber reserves the right to approve or deny any requests made.
- The facility is on a first come/ first serve basis; without a signed request form the facility is still available.
- Facility shall be examined before and after the event by the requestor and Chamber staff.
- Facility must be left as found. Please allow time for clean-up and collection of trash.
- A \$25 deposit will be required for all reservations. This deposit is refundable upon inspection at the completion of the event.
- Tables, chairs and countertops must be cleaned and returned to their original position or location.
- Groups must provide all of their own paper products, refreshments, and equipment (plates, cups, coffee, extension cords, cables, computers, monitors, projectors, ect.)
- The capacity of the room is 20 people
- SMOKING will **NOT** be allowed in the Chamber building and please do not smoke near the door entrances.
- Alcohol is not permitted in the Chamber building at any time.
- The hosting chamber member must be present at all times during the event.
- The Chamber will require a release be signed for each reservation.