



## **Facility Rental Agreement**

The Chamber of Commerce of West Alabama does not seek to compete with any of its members who are in the meeting space/conference business; however, we will make available to qualified Chamber members from time to time some of the Chamber facility for approved economic and community development purposes.

The Chamber of Commerce of West Alabama committee meetings and activities shall have priority in all facility usage. The Chamber facility is accessible during normal business hours (Monday – Friday, 8:30 a.m. to 5:30 p.m.). Use of the facility is not available on weekends or holidays, without the express prior permission of the executive staff.

Three rooms in the facility are available for rent by members in good standing and affiliate organizations for meeting/conference purposes only: Board of Directors/Training Room, Morrow Conference Room and Moody Conference Room. The Chamber facility is equipped with complimentary Wi-Fi. The Board of Directors / Training Room has complimentary audio/visual equipment for use. Rental of any room in the Chamber facility includes use of the parking lot, kitchen and restrooms.

The following guidelines will be strictly enforced:

- Renters are responsible for providing their own meeting supplies, refreshments and/or paper products.
- Renters must make arrangements for any technology needs at least three business days in advance of usage. A laptop can be made available if requested in advance. Any PowerPoint, PDF, WORD, or other files to be used on laptop should be brought via USB drive. A DVD player is also available for use with the LCD monitor. Special audio visual needs should be tested prior to the meeting as staff may not be available to assist at the time of the meeting.
- Renters agree to comply with all laws while on Chamber property or using Chamber facilities.
- Renters are responsible for disposing of all trash and returning furniture to its original arrangement at the end of use.
- Only approved meetings that relate or benefit the Chamber's mission or service areas will be allowed. No partisan political meetings or religious ceremonies may be held in the facility.
- Alcoholic beverages are not allowed anywhere on the Chamber premises.
- Groups providing food as part of their meeting are required to use a caterer from the Chamber membership directory. This insures that the Chamber, and all activities associated with the meeting, help promote member businesses and their products. A membership list can be provided upon request.
- In case of emergency or an extraordinary scheduling conflict, the Chamber reserves the right to:
  - Change the site of meeting to another suitable room in the building.
  - Cancel renter's meeting if another suitable room is not available. In such situation, a 24-hour notification will be given if at all possible.

- Groups or individuals renting the facility are liable for any damage to or misuse of the building, furnishings or equipment. Charges for damages will be based on replacement cost or total repair cost.
- The renter 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 renter's activities, and renter agrees to hold the Chamber harmless for any and all injuries or damage that results due to or arising out of the meeting.
- The failure of an organization, individual, or group to comply with these guidelines will be considered sufficient reason to reject requests for further use of the Chamber building.

<u>Meeting Room</u>	<u>Capacity</u>	<u>Regular Rate (max.)</u>	<u>Non-Profit Rate (max.)</u>
Board / Training Room	30-50	\$35/hr. (\$200/day)	\$20/hr. (\$120/day)
Morrow Conference Room	8-14	\$20/hr. (\$120/day)	\$10/hr. (\$60/day)
Moody Conference Room	6-10	\$20/hr. (\$120/day)	\$10/hr. (\$60/day)

Date(s) of Meetings: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room Rental Fee (total): \$\_\_\_\_\_

Check  Cash  Credit Card  Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I have read and understand the above policies and agree to assume the responsibility to see that they are followed as stated.

Chamber Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form and payment to the Chamber (ATTN: Facility Rental) by one of the following:*

*By mail:*  
**Chamber of Commerce of West Alabama**  
**P.O. Box 020410**  
**Tuscaloosa, AL 35402**

*By fax:*  
**(205) 391-0565**

*By email:*  
**info@tuscaloosachamber.com**