

# MEETING ROOM INFORMATION AND GUIDELINES



APRIL 2024

The Table Rock Lake Chamber of Commerce offers four spaces in their building located at 16407 State Highway 13, Branson West for public use that falls within its guidelines. If you have questions, please call the Chamber office at 417-739-2564.

General Policies:

- **Public meeting spaces are made available for business-related activities such as meetings and training.**
- **Public Space reservation request approvals are at the sole discretion of Table Rock Lake Chamber of Commerce staff.**
- To reserve a public meeting space use the form at this link <https://form.jotform.com/241006107858150>.
- A reservation is not confirmed until you have received a confirmation notification via email.
- Public space reservation requests can be made for the time frame: Monday-Friday, 9 a.m. to 3:30 p.m. All spaces must be vacated by 4 p.m.
- A Table Rock Lake Chamber of Commerce staff member must be present during the time of your reservation.
- Meeting spaces have various audio/visual amenities. Request to use the audio/visual equipment located in the Training Room and Board Room spaces must be made at the time of reservation request and a Chamber staff member will assist you in accessing this equipment.
- A public space reservation must be requested at least 24 hours, but no more than 30 days, before the requested use date.
- Recurring meeting dates cannot be accommodated.
- A reservation shall only be secured after a use agreement has been signed and the deposit paid (if applicable).
- Please notify the Chamber of any cancellations. Training Room cancellations made less than 10 days before the rental period may be subject to loss of cleaning deposit.
- The Table Rock Lake Chamber of Commerce building and its surrounding grounds is a no-smoking facility.
- The Table Rock Lake Chamber of Commerce is not responsible for any articles left, lost or stolen on the premises.
- The Table Rock Lake Chamber of Commerce shall not be liable for any injuries, death or property damage arising out of the use of the Table Rock Lake Chamber of Commerce public meeting spaces and the user agrees to hold the Chamber harmless.

***Chamber meeting spaces are available for meetings, trainings, community gatherings and other approved uses.***

***The space may not be used as temporary business or retail space for the purpose of conducting paid appointments, selling products or services, or regularly operating a business from the Chamber office.***

***This restriction does not apply to businesses that have a separate office rental or lease agreement with the Chamber.***

Public Spaces Available:

### Small Meeting Space

- Chamber members and coworker space leases may reserve this space for no cost.
- **Non-member businesses may reserve this space for \$75 per hour.**
- Accommodates Up to 4 people
- Round Table and 4 Chairs
- Wi-Fi
- Mounted SmartTV with HDMI cord that your device can plug into or use Bluetooth to cast to the TV

### Conference Room

- Chamber members and coworker space leases may reserve this space for no cost.
- **Non-member businesses may reserve this space for \$150 per hour.**
- Accommodates Up to 8 people
- Board Room Table and 8 Chairs
- Wi-Fi
- Coffee and Water Set-up
- Mounted SmartTV with HDMI cord that your device can plug into or use Bluetooth to cast to the TV
- Upgraded Speaker

### Training Room

- Chamber members and coworker space leases may reserve this space.
- A cleaning deposit of \$100 is required. The deposit is returned after proper post-event clean-up. Deposits must be made by check. Reservation is not confirmed until check is received.
- Accommodates Up to 42 people
- Classroom Tables, two seats per table and 42 rolling chairs
- Light refreshments may be served in this space. Meals are not permitted.
- Lectern
- Wi-Fi
- Two mounted 70-inch TVs, mini-PC, keyboard, mouse, presentation clicker
  - Can accommodate a flash drive or access web-based information such as a Google folder.
  - Sound Bar for audio

### Training Room Cleaning Requirements

- Activities must be over and the facility cleaned and vacated within the time period reserved. It shall be the responsibility of the Renter to clean the facility as follows:
  1. Wipe and dry all tables, chairs, and counters so they are clean.
  2. Return tables and chairs to the classroom-style arrangement found when entering the room.
  3. Garbage bags are provided. Gather garbage from the interior cans and take it out to the blue can located outside the north-facing side of the building. New, clean bags should be placed in all waste containers located inside the building.
  4. Sweep all floors.
  5. All food must be removed.