

**Friendswood
Chamber of Commerce
Board Room Rental**

- A Chamber member **must be present** for the purpose of his/her business.
- You are to provide your own refreshments/paper goods for your event. Trash should be picked up, bagged and deposited in the dumpster located in the back of the building.
- Arrange to **PICK UP AND RETURN** key during business hours, Monday-Friday, 8:00am - 4:30pm. **(Do not place in mailbox in back of office)**
Alarm code will be given to the person picking up the key. This person is responsible for the alarm call if the alarm is not set properly. **Setting off alarm will result in a \$25.00 additional charge.**
- **DO NOT DRAG TABLES OR STACK CHAIRS.** They must be picked up and moved to avoid becoming damaged. All tables and chairs are to be put back in the order that they existed upon your arrival and are to be wiped clean before leaving.
- Double check and make sure both doors are locked and air conditioning is turned off. **Failure to turn off a/c will result in a \$25.00 additional charge. Failure to lock doors will forfeit privileges of use of room.**
- **NO CHILDREN ARE ALLOWED. NO SMOKING IS ALLOWED.**
- **Absolutely no use of Chamber copier is allowed.** Please make all your copies before you arrive.

Fee structure for use of Boardroom:

- \$50.00 Up to the first 4 hours
- \$10.00 Per hour for each additional hour
- \$100.00 For full day
- \$25.00 If key is not returned within 72 hours

I have read all the rules and understand that if the key is not returned within 72 hours there will be a \$25.00 charge.

Business / Organization _____

Date signed for key _____ Date of Event _____ Hours _____

Phone # _____ Cell # _____

Signature _____

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Office use only:

Key # _____ Date returned _____

With your help, we can keep the boardroom facility clean, organized and ready for future events.
In the event of an emergency, please contact Carol at 713-898-3127 or Lucy at 713-824-5659.

Revised 01/05/2016