

Facility Use Policy 2018

The Urbandale Chamber of Commerce Office located at 2830 100 Street, Suite 110, Urbandale, IA 50322 is a beautiful facility, which was made possible through the generosity and vision of the membership. The facility was designed with chamber members in mind and marketed to members on the basis that it would be available for member use.

The policies and costs delineated below are intended to promote broad and appropriate use of the facility, while recovering the costs of its use in order that it will not become a financial drain on the Chamber.

The following room is available for use by members of the Urbandale Chamber: **RODAN Executive Board Room**

The room is available during the regular office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday depending on availability. The use of the rooms may be for business or community enhancement purposes by member businesses or organizations. These facilities are **not** available for private events such as receptions, reunions, parties, etc.

The room is available other than normal business hours (8-5 p.m. M-F) with approval of the President, providing a staff member of the Urbandale Chamber of Commerce is willing to be present. The staff member will unlock and lock the facility and must remain in the office for the duration of the meeting. The fee for the staff person’s time is $30.00 per hour which will be payable to the Chamber of Commerce**. If renting the facility between the hours of 8-5 p.m., please note the meeting must conclude and all participants must vacate no later than 5 p.m. to respect staff’s schedule. For every minute past the 5 p.m. hour participants remain, a $2 per minute fee will be immediately assessed and collected, payable directly to the Urbandale Chamber of Commerce.**

12 Tables and 50 chairs are available and can be set up by staff for a $30 donation. Renters may set up tables/chairs, however must understand and agree to hold the Chamber harmless for any injuries sustained.

Equipment needed for meetings should be brought in by the business, organization or individual hosting the meeting (i.e. flip charts, extension cords, DVD player or VCR). A ceiling - mounted screen is available as well as a LCD projector complete with speakers. Copies of handouts should be made ahead of time by your business or organization. On an emergency basis, copies can be provided at $.10 per copy. On an emergency basis, flip charts are available at $25 per pad. No tape or adhesives will be allowed on walls or ceilings.

Upon request, additional amenities can include coffee. A charge of $10 per pot will be charged if beverages are requested. If food is catered in, the Chamber **requires** food be ordered by a Chamber of Commerce member and remind them to bring in the proper place settings and utensils. If at all possible, when given a choice for beverage, the Urbandale Chamber of Commerce requests you select Pepsi products as Pepsi is the official soft drink for the organization. Pepsi products or bottled water is available for a charge of $0.50 per can.

Damages to the facility or furnishings will be assessed to the business, organization or individual hosting the event as stated on the Facility Room Agreement.

**Alarm Policy**

The President of the Urbandale Chamber of Commerce has the discretion to assess a fee to reimburse the Chamber equal to the fee assessed by the Police Department for activation of the alarm system at the Urbandale Chamber of Commerce. This includes panic buttons located throughout the office.

An alarm activation is false when police response indicates no unauthorized entry, break-in or other type of crime was committed or attempted which would have caused activation with a properly functioning system.

**Clean Up**

The Chamber is excited to allow members to use the RODAN Board room at no charge, however we do require users to clean up after use. A $30 may be assessed if clean up items on the check list are not completed. This includes, but is not limited to returning the room to the set up found upon arrival, wiping down the tables, turning off the LCD projector, throwing away trash, removing trash from carpet, removing food, placing dirty dishes in the dishwasher.

**No Show Policy**

When a reservation is made, the expectation is the rental will take place. The Chamber requests members cancel reservations at least 24 hours in advance of the event if the facility will not be needed. If a member rents the facility, does not show and does not cancel, a $30 charge will automatically be charged. We have high interest in room rentals and turn members away frequently. We understand situations happen where cancellations must take place, but lack of communication of the cancellation will result in the $30 fee.

**Facility Use Agreement**

Member Business Name:

Contact and Title:

Email:

Requested Rental Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to

Type of Event:

Anticipated Number of Persons:

**Room Requested:**

RODAN Executive Board Room

(50 pp theatre seating, 24 pp classroom setting, 30 pp conference style, 24 board setting)

**Facility Options:**

\_\_\_\_Free\_\_\_\_ As-is Facility Rental, **no staff set up, renter will clean after & depart by 5 pm**  Free (M-F 8a.m.- 5 p.m.)

\_\_\_\_\_\_\_\_\_\_\_ Facility Rental with room set up by staff included ($30.00)

 Coffee - $10 per pot of coffee

 **Total Due** (To be paid at the completion of the room use or invoiced to business)

Description of Room Set Up: (If paying for the Chamber to set the room ($30.00.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(please initial)**

\_\_\_I agree to pay as indicated above the fees associated with the use of the Chamber facility. I also accept financial responsibility for any damages that occur during use.

\_\_\_I understand I could be assessed a fee if the panic button or security alarm is falsely activated and the police are dispatched, causing a fee to the Chamber.

\_\_\_I understand and agree I will be charged $30 if I do not show up for my reservation and do not cancel.

\_\_\_I agree to a $30 cleaning fee if any of the following are not completed at the end of use: Turn off all equipment including LCD projector, laptop, overhead lights and turn the thermostat back to 72 degrees if changed, return tables and chairs to their proper positions, return screen and blinds to a raised position, clean white board, throw away trash, remove trash from carpet, wipe down tables, remove any food, place dirty dishes in the dishwasher.

\_\_\_I agree to pay $2 per minute for every minute past 5 p.m. participants remain in the office.

\_\_\_I agree if food is needed, it will be catered from a member restaurant or catering company.

The undersigned shall indemnify, defend, and hold harmless in Urbandale, Iowa, the Urbandale Chamber of Commerce and its Board of Directors, officers, agents and employees from all suits, actions or claims, including interest, costs and attorney’s fees, of any character, type or description brought or made for or on account of any injuries or damages received or sustained by any entity, person or persons or property, arising out of, or occasioned by, the usage of the Chamber board room. Iowa law shall apply with respect to this Agreement.

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

**Credit Card required for incidentals. This card will not be charged unless fees outlined above occur.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3 Digit Code \_\_\_\_\_\_\_\_\_\_\_\_