Room Rental Agreement
Community Room Rules and Regulations

The Katy Area Chamber's Shell Federal Credit Union Community Room is available to rent. Room rentals for non-members are ONLY available during regular business hours with an additional $100 per rental fee.

Rates | Please include set-up and clean-up in your rental schedule

$100   Half Day Use During Business Hours (9:00 AM - 5:00 PM)

$200   Full Day Use During Business Hours (9:00 AM - 5:00 PM)

$300   Before or After Business Hours

$400   Full Day Weekend Rental

Guidelines

Please initial to confirm your usage of the Chamber facilities.

_____   Guest parking for all meeting room is located right outside of the building during business hours.

_____   Guests will be responsible for leaving the room in the condition in which they were found. failure to do so will result in a $100 cleaning fee. **ALL TRASH MUST BE REMOVED TAKEN OUT.** GUEST IS RESPONSIBLE FOR CLEAN UP AFTER USAGE OF FACILITIES.

_____   Guests may not tape or adhere anything to the walls of the room.

_____   Room rentals before or after regular business hours will incur additional costs.

_____   If you require AV, we advise that you test your presentation in advance to ensure functionality. The Chamber does not supply technical support.

_____   Additional fees will be incurred for early arrivals or late departures from previously approved time.

_____   Cancellation for usage or date changes must be received and acknowledged 7 business days prior To date confirmed or a $100 charge will be assessed.

_____   Non-Members must submit payment in order to confirm date.

_____   Full payment will be due for cancellations/changes made less than 48 hours before reserved date.

_____   Request to make Copies or make additional prints is charged at .10 cents per copy.

The Katy Area Chamber of Commerce (KACC) allows the use and rental of the KACC facility by its current members for events, which include meetings. The content of the event must be disclosed on the Room Rental Form prior to the event. By allowing a rental, KACC is not endorsing an individual, an organization, or the content of the event. No advertisements or notices regarding the event may state or imply that KACC is the host of the meeting without the express written approval of KACC. The Chamber reserves the right to request a disclaimer on all advertisements or notices. KACC reserves the right to refuse a rental if the individual, organization, or event is controversial or offensive in nature as determined by KACC in its sole discretion. Individuals, organizations, or events with content that are in conflict with KACC's mission and values and position on diversity and inclusion will not be allowed to use the KACC facility.

Signature: _____   Date: _____

Room Rental Contract

Katy Area Chamber Member? ☐ Yes   ☐ No

Company/Group Name: _____

Contact Name: _____ Email: _____

Cell Phone: _____ Work Phone: _____

Non-Members must provide billing address: _____

Date Requested: _____ Approximate Number of Attendees: _____

Time reserved must include sufficient time for setup and clean up: _____ AM | PM   to   _____ AM | PM

What time will your meeting begin: _____ AM | PM

Nature of your meeting: _____

Will this event be catered? ☐ Yes   ☐ No

Caterer Name: _____ Caterer Phone: _____

IMPORTANT
Complete Set-up & AV Information

☐ Auditorium (60 Max Capacity)   ☐ U-Shape (24 Max Capacity)   ☐ Use Audio/Visual Equipment

☐ Board Room (36 Max Capacity)   ☐ Reception (70 Max Capacity)

☐ Classroom (45 Max Capacity)   ☐ PODS (36 Max Capacity)

I have read the rules and regulations for the use of the Katy Area Chamber Community Room and agree to abide by them. I further agree to be present during this activity. I understand that the group named above shall be responsible for the loss of property or personal injury sustained by users of the building. The group named above also agrees to hold the Katy Area Chamber harmless from all damages to the Community Room and to the person and property of all users, spectators, supervisors and custodians. Cancellations must be received prior to 48 hours of event or payment will be due in full.

Signature: _____ Date: _____

Name (Print): _____

Title: _____