



WELCOME TO THE CHAMBER OFFICE

OUR SPACE IS YOUR SPACE

Smart Conference Room Use is a Member Benefit

We are proud of our centrally located office at 202 S. Court Street. As a Chamber member, your business is eligible to use our Smart Room in the lower garden level of our building, free of charge. Not only is our space home to our team of professionals, it is also a hub for our members. The use of Chamber space to conduct Chamber-related meetings is always provided on a complimentary basis. *Please review our room use guidelines below prior to filling out a room reservation form.*

General Guidelines and Responsibilities:

1. Chamber events and meetings will have first preference in scheduling meeting space, and other reservations will be made on a first come, first served basis. The space is available for Chamber members only.
2. The conference room must be used only during Chamber office hours (M-F 8:30 a.m.-4:30 p.m.).
3. Reservations can be made up to 2 months in advance of the meeting date. The member must submit the completed reservation form at least 10 days prior to the event (mail to 202 S. Court St, Fergus Falls, MN 56537 or scan and email to chamber@fergusfalls.com). Receipt of a completed reservation form from the member business allows a booked reservation; verbal requests only do not.
4. To ensure that the conference room is available to all members, a maximum number of reservations per week, month or annually may be imposed at the Chamber's discretion.
5. Cancellations for room use need to be made by emailing the Chamber at chamber@fergusfalls.com or by calling the office at (218) 736-6951, at least 3 days prior to the event date.
6. You may provide refreshments and light snacks for your event. All garbage must be removed from the meeting room and placed in the garbage and recycling cans. The room must be picked up and the tables wiped down so it is in the same condition as when you started your meeting (including closing windows and turning off lights). Any needed paper products are also not provided; please plan accordingly.
7. Tables and chairs may be re-arranged, but they need to be returned to their original positions (see layout diagram posted on the door of the conference room).

8. The conference room may not be used for personal meetings/events, including but not limited to: birthday parties, anniversary parties, weddings, funerals, or other personal events.
9. You must provide your own supplies for the meeting (extension cords, power strips, etc.). The Smart Room technology is provided at no charge to you. Please read Smart Room instructions (located in the conference room) on how to correctly use each of the pieces of equipment.
10. Each member is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the room.
11. Prohibited items: alcohol, open fire and electrical appliances.
12. Members using the room may not charge a registration/ticket fee for attendees.
13. You are responsible for any and all damage to equipment or facilities. The Chamber is not responsible for incidents or actions associated with member usage of the conference rooms.
14. Failure to comply with these rules may lead to immediate termination of the meeting, exclusion of individuals from Chamber premises pursuant to the rules, and/or loss of future room use privileges.

Technology Capabilities:

- Permanently installed Smart TV
- Audio & video conferencing
- WiFi Internet access
- USB available for uploading presentations/files
- Whiteboard

To learn more about our Smart Conference Room call the Chamber office at (218) 736-6951 or email chamber@fergusfalls.com.



FERGUS FALLS AREA CHAMBER OF COMMERCE
SMART CONFERENCE ROOM RESERVATION FORM

Business Name_____

Mailing Address_____

City_____ State_____ Zip_____

Contact Person_____

Phone_____ E-mail_____

Meeting Topic/Reason_____

Expected Number of Attendees_____

Single Use Meeting Date_____

Start Time*_____ End Time_____

Multiple Use Meeting Date(s)_____

Start Time*_____ End Time_____

* Members using the conference room must meet between the regular Chamber office hours of 8:30 a.m.-4:30 p.m. Monday-Friday. No one is allowed to be in the building without a Chamber staff member present.

All members using the space are expected to bring in their own refreshments and leave the room in the same condition in which it was found.

As an authorized representative of the above business, I hereby apply for the use of the Smart room as indicated above. I have read the policies and rules governing the use of the conference room and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the Chamber as far in advance as possible. Failure to notify may result in loss of future meeting room use.

Signature_____ Date_____

Note: Room reservations are not confirmed until this completed form has been reviewed and approved by Chamber staff.
Please drop off, mail or email this form to: Fergus Falls Area Chamber of Commerce, 202 S. Court St., Fergus Falls, MN 56537.
Ph. (218)736-6951, chamber@fergusfalls.com

Office Use Only: Reservation form approved_____ (staff initials) Date_____