

# CONFERENCE ROOM BOOKING

## Guidelines for Room Bookings in the Chamber Office

Chamber members have the opportunity to use the Chamber Boardroom and Small Conference Room up to once per month for business-related meetings and events as a benefit of Chamber membership.

Our office is an excellent place to invite colleagues, clients, or business prospects for meetings. Below are room details and several guidelines to keep in mind when booking the meeting space.

### ROOM SPACES

- **Chamber Boardroom**
  - Comfortably seats up to 20 people.
  - Long table with 16 chairs, and additional seating along the wall.
  - Includes wall-mounted monitor with internet capability.
- **Small Conference Room**
  - Comfortably seats up to 8 people at one square table

### BOOKING DETAILS

- Room bookings are scheduled during office hours, based on availability. Chamber meetings take precedence over office bookings.
- Use is limited to once per month.

### RESPONSIBILITY OF THE MEMBER

- ✓ Maintain a professional volume. Please keep in mind that this is an office space where staff is working to serve all of our members.
- ✓ Use space only during the time block. Please make sure that your guests are aware of the booking time and request that they do not arrive early or linger after.
- ✓ Clean up any and all food, drink, or meeting materials upon departure. Please leave the room in the same condition it was in when you arrived.
- ✓ Members must be in good standing including up to date on membership dues and other payments.
- ✓ Maintain condition of any office equipment including, but not limited to, furniture, electronics, and office supplies.
- ✓ With the exception of accessing water, use of the kitchenette is generally limited to staff.

**BOOKINGS & QUESTIONS**—Please contact Olivia McKay, at [omckay@arlingtonchamber.org](mailto:omckay@arlingtonchamber.org) or (703) 525-2400.