



Conference Room Reservation Guidelines

Thank you for choosing the Greensboro Chamber of Commerce as your meeting location! We welcome you to our office and hope that your experience here is a pleasant one. In the interest of maintaining our meeting spaces for many years to come, here are a few guidelines to be aware of before you arrive:

1. Our office hours are 8:30 a.m.-5 p.m. Monday through Friday, with exceptions for holidays. Meetings must end by 4:30 p.m. to ensure rooms have been cleaned and all attendees are gone by the time our security system activates at 5 p.m.
2. Please be mindful of noise. We are an open concept office.
3. Please make sure to bring all supplies you will need for your meeting (paper, snacks, drinks), as these items are not furnished by the Chamber.
4. A \$50 maintenance fee will be charged to your credit card if you'd like to use our A/V equipment. Each room has a different set of equipment. Please review the conference room descriptions to see which room suits your needs. We do not provide HDMI cables. Technical assistance from Triad Tech is available on an on-call basis.
5. Catered meals must be ordered from the list of approved Chamber member vendors. Food and beverage items should be placed on the coffee bar, not in the conference rooms. Any leftovers, box lunches or other food waste must be discarded in the large trash cans located in the common area.
6. You are responsible for leaving the room clean and ready for use by the next group. Please push chairs under the table, clear the white board and remove all trash from the room. We have wipes to use on the tables if food has been in the room.

Again, we are excited to have you in our office and know you will enjoy our space!

The meeting facilitator/organizer must agree to these terms of use by signing and returning this form to Debbie White dwhite@greensboro.org at least 5 days prior to your meeting.