

- Call Chamber of Commerce at 616-897-9161 for entrance code.
- **TV and Wifi is available to use upon request.**
- Extra chairs are located in the garage.
- **Bring your own supplies, ie, trash bags, coffee, cups and plates.**
- **Pay \$.50 per drink for beverages in refrigerator (money container in frig). If you use Chamber coffee, please pay \$2.00 per pot (put money in frig). You may use your own supplies at no cost.**
- **Put all tables and chairs back in place where you found them.**
- Wash table tops, chairs and counters.
- **Sweep Floors. (Broom is located in the closet)**
- Vacuum rugs. (Vacuum is located in the closet)
- **Mop Floors. (Mop is located in the garage)**
- Empty trash and take with you. (Chamber does not have their own dumpster)
- **If you adjust thermostat please adjust back to where you found it.**
- Turn off lights.
- **Lock and secure building when you leave.**

**IF WE FIND THE RULES HAVE NOT BEEN FOLLOWED YOUR DEPOSIT WILL NOT BE RETURNED.**

## Rates for Chamber Building Use

Usage	Non-Profit	Member	Non-Member +	Refundable Deposit
Up to 4 hours	\$25	\$50	\$100	\$50
Over 4 hours	\$50	\$100	\$200	\$50

*Chamber Member receives one free use yearly.*

*Chamber Member Non-Profits that use the building for regularly-scheduled meetings will be charged \$10 per meeting, not to exceed \$120 charge per year.*

Business/Private party booking building: \_\_\_\_\_

Date and time of use: \_\_\_\_\_

**Acknowledgment: I have read and understand the Building Use Rules. I understand that I will forfeit my security deposit if the building is not found in satisfactory condition.**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_