



William Curtis Satterfield Technology Room Rental Policies

Thank you for selecting the William Curtis Satterfield Technology Room for your event. Use of the Technology room by members and non-members is for business purposes only and is at the discretion of the Chamber CEO and Executive Committee.

The Technology room may be reserved Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays. To reserve the room, please complete the Facility Use Application Form and submit with payment 10 days prior to your event.

Room Amenities

The William Curtis Satterfield Technology Room seats 10. It has a counter for refreshments and free wireless Internet access is available. Coffee, water and soft drinks are available at \$15 for members, \$20 for non-members. This includes coffee in two pump pots, cups, creamer and sugar. Copies are \$.10 for members, \$.20 for non-members.

Rental Rates and Charges

Length of Use	Member Cost	Non-Member Cost
Up to 4 hours	\$50	\$100
Over 4 hours	\$100	\$200
Non-Profits (proof of 501status)	\$50	\$100

Cancellation must be made at least 48 hours prior to the event in order to receive a refund.

Guidelines

- Tables inside the room cannot be moved. The receptionist may approve additional tables or chairs. Please leave the room as originally set up.
- Please leave the thermostat at 68° in winter and 78° in summer.
- Please turn off all lights and fans when leaving.
- No smoking is allowed in any part of the building.
- No materials are to be fastened to the walls or hung from the ceiling.
- Signage for events cannot be placed outside the Chamber building.
- Notify the Chamber of any damages, spills, or problems with the room.

Cartersville-Bartow County Chamber of Commerce

reception@cartersvillechamber.com

Phone 770.382.1466 Fax 770.382.2704



Facility Use Application

Date: _____

Chamber Member: Yes _____ No _____

Name of Business Organization: _____

Person Responsible for Facility: _____

Physical & Mailing Address: _____

Telephone: _____ Fax: _____

Purpose of Function: _____

Date of Function: _____

Time of Function: (Begin) _____ (End) _____
(Include the actual time needed for set up/break down time.)

Number of Participants: _____ (Seating Capacity: Technology Room 10, Board Room 22)

Use of AV Equipment for Board Room Only: Yes/No _____

I accept the terms of this agreement, agree to adhere to the room rental policies and rules provided to me prior to signing this agreement, and agree to be financially responsible for any damage to furnishings, equipment, or the facility.

Authorized person (must be the same as responsible person)

Date

Rental Fee: \$ _____

Chamber Approval _____

AV Equipment/Other Fees: \$ _____

Total Due: _____

Cash: _____ Check # _____ Date Paid _____

CREDIT/DEBIT AUTHORIZATION: Credit (Visa, MasterCard, AmEx) _____ Debit Card _____

Name as it appears on card: _____

Card #: _____ Expiration Date: _____

Signature: _____