



Room Rental Agreement

This agreement between _____ and the Paragould Regional Chamber of Commerce (hereinafter referred to as Chamber) defines the terms and conditions for rental of meeting rooms.

The following terms and conditions apply to all room rentals:

1. Rental of the Chamber's meeting room(s) will be on a first-come, first served basis. Paragould Chamber and its affiliated entities' meetings take priority. All functions must take place within the 8:30am to 4:30pm timeframe. **_____ Renter Initials**
2. Use of Chamber meeting room(s) will be reserved for Chamber Members and Investors.
3. Meetings may not be scheduled more than 6 months in advance.
4. The Chamber meeting rooms are for business-related purposes only. Any company that pays for naming rights of any room will receive priority of the room and can book the rooms more than 6 months in advance. Please refer to the meeting location room as the Paragould Chamber plus the name of the official room being rented.
5. There are to be no sales endorsement or meetings of a political nature held for the public from any Renter.
6. All individuals must complete the Room Rental Agreement.
7. The St. Bernard's Pinnacle Board Room is equipped with a phone line, however the Business Resource Room and Samuel Foundation Meeting Rooms are not.
8. The following rooms are available with the following table and chairs:
 - a. St. Bernard's Pinnacle Board Room
 - i. One executive Board Table with 18 Chairs.
 - ii. HDMI Cable is provided for connection to tv, but computer is not.
 - b. Samuel Foundation Meeting Room
 - i. 8, 5 ft tables with 18 Chairs.
 - ii. HDMI Cable is provided for connection to tv, but computer is not.
 - c. Business Resource Center
 - i. 15, 5ft tables with 28 Chairs.
 - ii. Podium
 - iii. HDMI Cable is provided for connection to tv, but computer is not.
 - iv. A microphone can be setup in this room upon request.



8. The room(s) must be left in proper order, cleaned up and with furniture returned to the correct locations, with all paper, trash, cups, etc. disposed of. No decorations attached to the wall. No glitter or confetti of any kind allowed. Waste cans must be emptied into dumpster outside the building. A \$25 fee will be assessed for failure to do so. Renter Initials
9. Renters are responsible for any damage to the facility. All damage must be reported to the front desk staff immediately. Room renters are expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
10. Renters may bring beverages and light foods. Renter must provide plates, napkins, etc. For catering, only Paragould Chamber Members may be used. A list can be found here:
<https://chamber.paragould.org/activememberdirectory/Search/restaurants-686681>
11. Smoking or any other tobacco use is not permitted in the building.
12. The meeting room(s) shall not be used for any fraudulent purpose.
13. It is understood, the Chamber is in no way responsible for any personal injuries, property damage, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the Chamber harmless of any such damages.



Rental Agreement Attachment

The attachment to the agreement for meeting rooms and options chosen by the Renter as shown below. In addition to the options shown below, all terms and conditions of the Agreement are incorporated by this reference.

Contact Person_____ Telephone_____

Chamber Member Name_____

Address_____

Email Address_____

Selection of Rooms: (circle rooms being requested)

St. Bernard's Pinnacle Board Room

Samuel Foundation Meeting Room

Business Resource Center

Date(s) of Rental_____

Time Frame:_____

Number of estimated attendees_____

I have read the information regarding the use of the Chamber Meeting rooms and agree to abide by all rules and regulations.

Renter Signature_____ Date_____

*Membership will be verified by Chamber Staff and confirmed accordingly.

To reserve a meeting space, complete the rental agreement and email to rclark@paragould.org.

Renters Checklist

In an effort for us to continue to provide a free meeting space to our chamber members, we ask that you leave the room(s) in the same state it was in when you arrived.

Please complete and return this checklist to the front desk.

- ___ Tables wiped down with sanitizer wipes
- ___ Furniture returned to correct locations (diagrams below)
- ___ Bags of trash disposed of in trash bin at rear of building
- ___ Large, bulky items disposed of in dumpster
(back corner of building across from Champions)

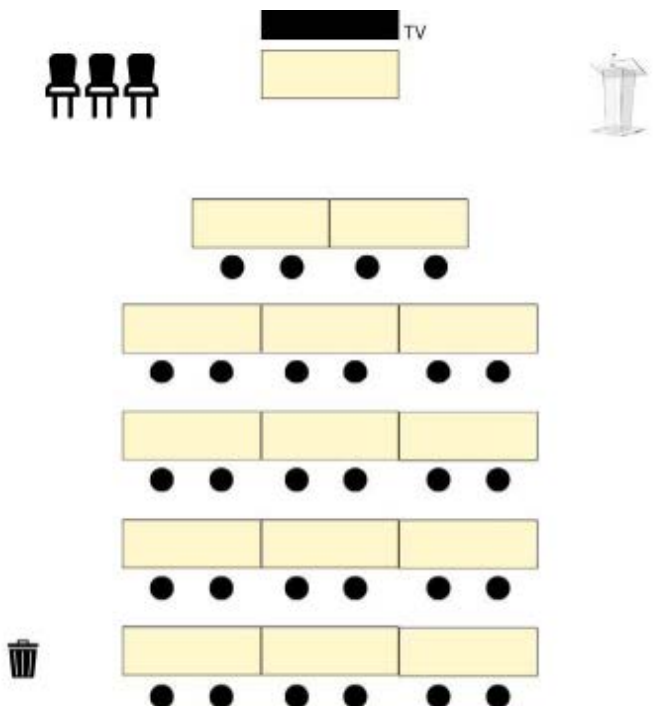
Was there any damage to the room (s) YES NO

If yes, please report to desk staff. Describe the damage briefly: _____

Chamber Member Business Name _____

Renter Signature _____ Date _____

Business Resource Center



Samuel Meeting Room

