

Lompoc Valley Chamber of Commerce and Visitors Bureau
USE OF CONFERENCE ROOM POLICY

Rental Fees:

Reservation Type	Chamber Member Rate	Non-Member Rate
Upstairs: 1 – 8 Hours	\$15 per hour	\$25 per hour
Downstairs: 1 – 8 Hours	\$10 per hour	\$20 per hour
Upstairs: Full Day	\$50	\$75
Downstairs: Full Day	\$40	\$50

Fees are due 14 days in advance and payable via cash or check to the Lompoc Valley Chamber of Commerce. We are unable to accept credit or debit card payments for conference room fees.

General Guidelines:

1. Chamber events and meetings will have first preference in scheduling meeting space, and other reservations will be made on a first come, first served policy. The conference rooms may be reserved up to 3 months in advance.
2. When using the conference room after Chamber business hours (M-F 8-5), pick up the keys for building access before 5 pm on the day of the meeting or Friday if usage is on a weekend. It is advised that you have someone from your company/organization downstairs in the lobby to monitor guests entering the building. While the meeting is in progress, we advise that the front door be locked or someone be stationed in the lobby to monitor building access.
3. You may provide refreshments for your meeting, however, all garbage must be removed from the premises following the meeting. The dumpster is located behind the building. There are no garbage disposals in our sinks, so do not dispose of food waste in the sinks. The Chamber can provide a list of member catering options if needed.
4. Tables and chairs may be re-arranged, but they need to be returned to their original positions. (see layout diagram posted on the wall of the upstairs conference room, next to the door)
5. A phone is available in each conference room which may be used for outgoing local calls only. You may receive incoming calls at 805.736.4567 x229 for upstairs, x230 for downstairs.
6. Please leave the conference rooms clean. If you generate any amount of trash, please remove it to the dumpster behind the building.
7. Before leaving the building, close conference room windows, turn off lights, air conditioning, heaters and/or fans, (please leave the light behind the downstairs receptionist desk on) and lock the front door on your way out.
8. Please provide your own supplies, extension cords, power strips and equipment as needed. There is a projector available with HDMI hookups for use with the pull-down screen in the upstairs conference room at no extra charge, though prior notice is required and you will be asked to sign-out the projector when you pick up the keys.
9. You are responsible for any and all damage to equipment or facilities.

Cancellation Policy:

Cancellations must be made at least 14 days in advance of your reservation in order to receive a full refund. If cancellations are made less than 14 days in advance, the refund will be 50% of the rental fee, to be paid at the next check run on the 15th or 30th day of the month.

Further use of the conference room by your company/organization will depend on your compliance with the above guidelines. Thank you for your cooperation.