**Morris County Chamber of Commerce and Morris County Economic Development Corporation**

**Use of Facilities Agreement**

The Morris County Chamber of Commerce (“MCCC” or “Morris Chamber”)Conference Room exists to facilitate the professional activities of the MCCC and Morris County Economic Development Corporation (“MCEDC”). The Conference Room is available for use under the following terms and conditions:

1. Use of the conference room kitchen and MCCC facilities will be limited to business, non-profit, and civic oriented groups which are non-discriminatory in nature and whose activities represent overall community development. All groups wishing to use the conference room at no cost MUST be MCCC or MCEDC members in good standing. The actual organization using the room must be a listed as an active MCCC or MCEDC member.
2. The conference room is available to MCCC or MCEDC members as a member benefit at no additional cost for a total of eight (8) hours once per quarter. The room can be booked in half-day four (4) hour units or whole-day eight (8) hour units by contacting Kay Hilling at [kaileigh@morrischamber.org](mailto:kaileigh@morrischamber.org) or accessing the booking link on our website.
3. Booking the conference room is first come, first served with priority going to MCCC and MCEDC members. Booking is based on the MCCC calendar and MCCC staff availability.
4. If members wish to book the conference room for additional hours, it will cost $150 for four (4) hours or $250 for eight (8) hours.
5. Use of the Zoom board technology in the conference room is an additional $50 flat rate that must be indicated on the form and paid upfront to be paid by members and non-members.
6. The room is available to non-member groups for $300 for four (4) hours or $500 for eight (8) hours. Chamber and EDC members have first priority. All payment is due upfront at XYC website
7. Room usage is not available to individuals under the MCCC’s member benefit policies. Individuals cannot book the room for a group unless they are an authorized representative of the group that will be using the room.
8. Any group or organization must be represented at the meeting by a member in good standing who is responsible for seeing that the policies herein are followed.
9. Each group is individually and separately responsible for the safety and welfare of those present.
10. Each group and/or the individual requesting use will be responsible for any damage to the property.
11. Smoking is not allowed anywhere within the building nor is the burning of candles or other flammables permitted.
12. The organization utilizing the space is allowed to bring food and drinks into the conference room however, each group and/or the individual requesting is required to clean up and dispose of or remove any messes or leftovers.
13. Tables and chairs are available for use with the agreement that the room be arranged back to its original order.
14. Kitchen, restrooms, and the conference room must be left clean and free of trash, decorations, etc.
15. The Chamber reserves the right to deny future use by any group or individual who violate this policy.
16. Should it be necessary for an individual or organization to cancel use, notice should be given to the Chamber within 24 hours otherwise cancellation fee of $50 will be assessed.
17. Please also remember that other business is being conducted at the Chamber during weekday hours. Your group should refrain from making excessive noise that interferes with regular activity of business.
18. Interested groups are also required to sign the “Terms and Conditions” form attached to this document.