

Policy Addendum

Collier County Publishing, LLC d/b/a Naples Daily News COMMUNITY ROOM

Policies, Procedures, and Guidelines for Rental and Use

The purpose of the Community Room is to enhance the business, professional, community and non-profit organizations of the Naples Daily News coverage area. In order to facilitate the usage of the Community room, Naples Daily News (NDN) has entered into an agreement with The Greater Naples Chamber of Commerce (Chamber), which allows the Chamber to make the room available to the public. Naples Daily News and Chamber activities and programs receive priority use of the Room. Chamber Members and Non-Members may use the Room, as may certain non-profit, civic and community organizations under certain conditions and special pricing. The Room has 2,304 square feet of conference space.

The Community Room, located at **1100 Immokalee Rd., Naples, FL 34110**, may be used according to the policies, procedures and guidelines contained in this document. The Chamber requests your acknowledgment and observance of the following policies, procedures, and guidelines.

Reservation Policies & Procedures

- The Community Room may be used by Members; non-members; non-profits; and certain other civic and community organizations and associations. Priority use of the room goes to The Chamber and its Members, and then to the other groups. Non-profit groups are requested to provide a copy of the organization's 501 (C) 3 classification to confirm non-profit status.
- Each group must designate a contact person at the time of reservation who will be responsible for arrangements, including set-up and payment. The contact person must be present throughout the use of the Room, and will be the only person authorized to make changes in the arrangements, unless otherwise agreed.
- Use of the meeting room (s) is limited to two hours, unless approved in advance by The Chamber. Please note that the room (s) also has a two-hour minimum charge, and that hours or partial hours thereafter will be at the hourly rate. Rental rate for full room or half room will be the same. If simultaneous meetings are not scheduled, full room will be used for your meeting.
- The Chamber requires 30 days advance notice to reserve a meeting room. Exceptions may be made by Chamber Staff. Meetings may be booked up to six months in advance, with the caveat that certain Chamber activities may take precedence over your reservation. If that were to happen, every effort to rearrange your meeting in an accommodating and convenient manner will be made.
- To schedule a meeting room, please contact Didem Guler at **(239) 403-2903**.
- A signed contract must be received at the Chamber to guarantee your reservation.
- For profit sales presentations or product shows are not allowed.

Cancellation Policy

- Cancellations must be in writing and received 15 days prior to the function. Cancellations or changes may only be made via e-mail, however, to become effective must be immediately supplemented with the written notification faxed to **262-8374**.
- Cancellations received less than **15 days** from the meeting will incur a **\$50 charge** to the renting organization.
- **The Chamber reserves the right to cancel any function or meeting with 15 days prior verbal and written notice.**

ROOM RENTAL RATES

(Note: meeting rooms have a two-hour minimum use charge; hours or partial hours thereafter will be at the hourly rate. Rental rate for full room or half room will be the same. If simultaneous meetings are not scheduled, full room will be used for your meeting)

First two hours of the room Monday-Friday 8:00 AM- 5:00 PM

\$150 Chamber Member
\$120 Chamber Member (non-profit)
\$225 Non-Chamber Member
\$150 Non-Chamber Member (non-profit)

Each additional hour

\$50 Chamber Member
\$40 Chamber Member (non-profit)
\$75 Non-Chamber Member
\$50 Non-Chamber Member (non-profit)

EQUIPMENT RENTAL RATES (per meeting)

LCD Projector & Screen:

\$50 Chamber Member
\$30 Chamber Member (non-profit)
\$75 Non-Chamber Member
\$50 Non-Chamber Member (non-profit)

Internet Access/per computer:

\$20 Chamber Member
\$10 Chamber Member (non-profit)
\$25 Non-Chamber Member
\$20 Non-Chamber Member (non-profit)

Microphone/per mic (Wireless):

\$20 Chamber Member
\$10 Chamber Member (non-profit)
\$25 Non-Chamber Member
\$20 Non-Chamber Member (non-profit)

Meeting Room Use, Set-Up, & Clean-Up

- In the event the nature of the function requires that you obtain a permit or license from any governing body, local, state or federal, Renter is solely responsible for applying for and obtaining such permit or license at Renter's own expense.
- **You are responsible for the physical set-up of the room.** At the conclusion of your event, you are responsible for returning the room to the way it was prior to your event. This is to be done, if possible, under Chamber staff supervision, but done nonetheless. It is the Renter's responsibility to remove any meeting materials (papers, charts, handouts, etc.) from the Community Room and Naples Daily News Building. Any materials remaining on site will be disposed of after the function. **There will be a \$150 charge for The Chamber Staff or Naples Daily News Staff to set up the room.**
- Attaching items to the wall is **prohibited.**
- You are responsible for providing and disposing of paper, pens, pencils and other materials.
- The Chamber **does not provide technical assistance for equipment set-up prior to or during meetings.** If you are in doubt whether your audio/visual and/or computer equipment is compatible with the equipment at the Chamber, we strongly advise that you do an onsite test of your presentation well in advance of your scheduled meeting. The Room has one AV screen.
- The room **must be left clean and in excellent condition.** If clean-up of any sort is required, **including trash removal, your group will be assessed a \$40 clean-up fee.**
- Renter agrees to be responsible for any damage done to the Community Room and/or equipment, or any other part of the Naples Daily News offices by Renter or Renter's attendees.

Meeting Registration Procedures

- If meeting notices are sent, please refer all questions to your business. The Chamber staff is not responsible for taking reservations or answering questions regarding your meeting.
- **Please include on your notice this meeting is not endorsed by the Chamber and is not a Chamber sponsored event.**
- Your staff is responsible for registration of meeting participants.

Refreshments

- Catering of food and beverages is permitted. **You are responsible for any refreshments.** We ask that you use a Chamber Member for your food and beverage needs. The Chamber, upon request, will provide a list of Member caterers / restaurants.
- **You are responsible for clean up & removal of food & beverages immediately after meeting.**

Alcohol is not permitted in the Community Room or anywhere on the NDN premises.

Smoking Policy

- The Naples Daily News is a smoke-free facility. Smoking is prohibited in all common areas, meeting rooms, offices, restrooms, and on the property in general.
- Please use designated outside areas for smoking.

Liability Policy

- Community Room user / renter agrees to indemnify, defend and hold The Greater Naples Chamber of Commerce and the Naples Daily News harmless from any against any and all claims, loss or damage, including attorney fees arising in any manner whatsoever out of

user/renters use or lease of the Community Room or the adjoining premises. The Chamber and Naples Daily News shall not be liable for any personal injuries or property damages resulting from the acts or omissions of any person(s) on the Naples Daily News property while the Room is reserved by your group.

- Furthermore, the user / renter agrees to accept full responsibility for loss or damages to the premises and equipment that occur during the time the Room is used or rented, and to pay for all loss or damage resulting from the use and occupancy of the Room

Final Settlement

- A final statement will be sent to you for any incidental charges incurred. The statement will reflect the total charges, less payments received.
- Again, a friendly reminder that you are responsible for cleanup, and for damages or repairs.
- Final payment is due 15 days from statement date.