



**Collier County Publishing, LLC d/b/a Naples Daily News
Equipment Usage Agreement**

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 has entered into an agreement with The Greater Naples Chamber of Commerce, which allows us 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.

Please note that you are welcome to use Naples Daily News electronic equipment along with the Community Room. As a precaution we would like to inform you that if you use The Naples Daily News electronic equipment in the Community Room you are responsible of any loss or damage that might occur to the electronic equipments.

Please keep in mind that in the Community room;

- Electronics must be used only with a compatible user (The Chamber/Naples Daily News **does not provide technical assistance for equipment set-up prior to or during meetings.** If you are in doubt as to 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.)
- **Renter/user agrees to be responsible for any loss or damage to the equipment.** (As a Renter/user you must agree to accept full responsibility for loss or damage that occur during the time you are using the Community Room and to pay for all loss or damage resulting from the use of such equipment. A Statement will be sent to you for any incidental charges incurred. The Statement will reflect the total charges)
- At the conclusion of your event, you are responsible for returning the equipment (in working condition) to the **Multi-Media cabinet** and secure the both storage and the Community Room doors.

Organization/Company Name

Date

Renter/ User – Print Name

Signature

Address City State Zip Code