



William Curtis Satterfield Technology Room Rental Policies

Thank you for selecting the William Curtis Satterfield Technology Room for your event. Use of the room is for business purposes only and is at the discretion of the Chamber CEO. The William Curtis Satterfield Technology Room may be reserved Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays. Rooms are reserved in order of application; therefore, a completed application must be submitted to hold a room reservation.

Rental Rates and Charges

LENGTH OF USE	MEMBER COST	NON-MEMBER COST
Weekday – Up to 4 Hours	\$100	\$150
Weekday – Over 4 Hours	\$150	\$250

Cancellations must be made at least 7 days prior to the event to receive a full refund and 48 hours in advance of the event to receive a 50% refund.

Room Amenities

The William Curtis Satterfield Technology Room seats up to 10 people. It has access to free Wi-Fi and a counter for refreshments. Coffee service is available for \$50, and copies can be made for \$0.10 per page.

Guidelines

- Tables inside the room cannot be moved. Chamber staff may approve additional tables or chairs. Please leave the room as originally set up.
- Signage for events cannot be placed outside the Chamber building.
- No materials are to be fastened to the walls or hung from the ceiling.
- No smoking is allowed in any part of the building.
- Please conduct a basic sweeping of the room to clean up any bits of trash. Additional fees may apply if the room is not left tidy.
- Please turn off all lights when leaving.
- Notify Chamber staff of any damage, spills, or problems with the room.