

# YCRC Meeting Room Reservations

**Room Use Policy:** Our meeting spaces are available exclusively for business meetings held by member organizations. Members may not reserve rooms on behalf of other non-member entities or community organizations. Unfortunately, we cannot accommodate political campaigns, religious events, parties, drop-in style events, fundraisers, rehearsal spaces, or non-business related gatherings.

**Reservations for recurring meetings:** To provide fair access for all members, reservations can be booked up to 90 days in advance. For multi-day meetings, rooms can be reserved for two (2) consecutive days in a month.

**Parking:** Attendees may use the parking deck on Black Street during business hours. Limited 2-hour parking is available behind the Chamber office from 8:00 AM to 5:00 PM. Please note that parking enforcement is handled by the Rock Hill Police Department.

**Use of lobby and facilities:** We kindly ask that breaks be taken in your reserved room or outside to maintain a quiet work environment for others in the building.

**Technology:** Each meeting room is equipped with a Smart screen, wireless keyboard, and wireless mouse. Instructions for using the equipment are provided in the rooms.

**Signage and Decorations:** To maintain the building's professional atmosphere, promotional signage and banners are not allowed in common areas, entrances, or windows.

**Kitchen Use and Supplies:** The kitchen area is unavailable for meeting attendees. The meeting attendees should bring all supplies needed for meetings. Please bring all necessary supplies, including snacks and beverages. Alcoholic beverages are not permitted. A list of Chamber-member caterers is available upon request.

**Room Setup:** Need a specific layout? Let us know at least 48 hours before your reservation, and we'll do our best to accommodate your request. We kindly ask that attendees do not rearrange tables and chairs.

**Leaving the meeting:** Please leave the room in its original condition by returning chairs, wiping down surfaces, taking out the trash, and turning off the lights. Paper towels, trash bags, and cleaner are provided in each room.

**Damaged Property:** The meeting organizer is responsible for any damage to contents of the room. Room contents include, but are not limited to, the tables, décor, chairs, floors, and electronic equipment. Any damage caused by a meeting attendee will result in a minimum \$100 repair fee.

**Cleaning Property:** The meeting organizer is responsible for any additional cleaning. No tacks/nails or adhesives should be used on any surface. A minimum fee of \$50 will be charged for any cleaning or resetting the tables and chairs.

**Cancellations:** Any reservation canceled less than 48 hours prior to the reservation start time will be counted against the monthly totals included with membership. Continuous cancellations without sufficient notice may result in a deposit to reserve a room in the future. YCRC reserves the right to waive this policy for cancellations due to unforeseen circumstances.

***YCRC reserves the right to adjust meeting spaces as needed.***