



Conference Room Rental Policy

Effective Date: August 2026

1. Facility Availability & Use

The Harbor Country Chamber of Commerce (HCCC) conference room is available for rental by organizations located within the official Harbor Country® area. The meeting room provides a professional space for business meetings, nonprofit gatherings, workshops, training sessions, and other organizational events.

The conference room is available Monday through Friday, from 9:00 AM to 5:00 PM, subject to availability. After-hours rentals may be considered on a case-by-case basis and require prior approval from HCCC. Additional fees may apply for events outside of regular operating hours.

The room accommodates up to **30 attendees**. Organizations are encouraged to review the meeting space and discuss setup requirements with an HCCC representative prior to their event.

2. Reservation Requests & Approval

Conference room requests may be submitted up to one year in advance of the requested event date.

Submission of a rental request does not guarantee availability or approval. All requests are subject to review and approval by HCCC.

HCCC events and Chamber-related activities will receive scheduling priority. All other reservations will be accepted on a first-come, first-served basis. No outside organization shall receive standing priority.

A reservation is considered confirmed only after approval by HCCC and receipt of any required deposit or payment.

3. Rental Fees & Payment

Conference room rental fees are based on organization type and rental duration. Current rental rates are published by the Harbor Country Chamber of Commerce and may be updated periodically.

Discounted nonprofit rates are available only to **active HCCC member nonprofit organizations** that provide verification of nonprofit status upon request.

Approved conference room reservations will be invoiced through the Harbor Country Chamber of Commerce.

A **20% non-refundable deposit** is required for reservations made **30 days or more in advance** of the event date. The deposit will be applied toward the total rental fee.

The remaining balance is due **prior to the start of the event** unless otherwise arranged in writing with HCCC.

Additional charges may apply for:

- Use beyond the reserved rental time
- Additional equipment or technology needs
- Damage to facilities, furnishings, or equipment

4. Cancellation Policy

Cancellations must be submitted in writing to the Harbor Country Chamber of Commerce.

The required deposit is non-refundable.

If cancellation occurs **14 or more days before the scheduled event**, payments received beyond the deposit may be eligible for refund.

Cancellations made **less than 14 days before the scheduled event** are not eligible for refund.

HCCC reserves the right to modify this policy under extraordinary circumstances.

5. Eligible Organizations

The intent of this policy is to provide access to HCCC meeting space for employers and organizations within Harbor Country on an equitable basis.

For purposes of discounted nonprofit rates, a nonprofit organization must be an active HCCC member and provide satisfactory evidence of nonprofit status upon request, including an IRS exemption determination, nonprofit charter, or other acceptable documentation.

6. Special Interest or Partisan Events

Partisan or special interest groups may use HCCC facilities provided that all advertising and promotional materials include an approved disclaimer stating that the event is not sponsored, endorsed, or sanctioned by HCCC.

Promotional materials identifying HCCC as the event location may not be distributed until the rental request has been approved.

7. Facility Use Requirements

The renting organization is responsible for:

- Returning the room to its original setup
- ***General cleanup following the event***
- Proper use of furniture, equipment, and facilities

Any changes from the standard room setup are the responsibility of the renting organization.

Alcoholic beverages are NOT permitted on HCCC property. Possession or consumption of alcohol may result in immediate termination of facility use.

Smoking is prohibited inside the building and within 25 feet of the building entrance.

The renting organization is responsible for any damage to HCCC property and will be responsible for repair or replacement costs.

8. Additional Requirements

HCCC reserves the right to require additional deposits, insurance documentation, or other protections when necessary to cover anticipated costs, equipment use, or potential damages.

Use of the facility is subject to all applicable federal, state, and local laws and ordinances.

9. Acknowledgment

By submitting a Conference Room Rental Request Form, the renting organization acknowledges that it has reviewed and agrees to comply with the Harbor Country Chamber of Commerce Meeting Room Rental Policy.

Submission of a request does not constitute a confirmed reservation. **A reservation is confirmed only after approval by HCCC and completion of any required payment requirements.**

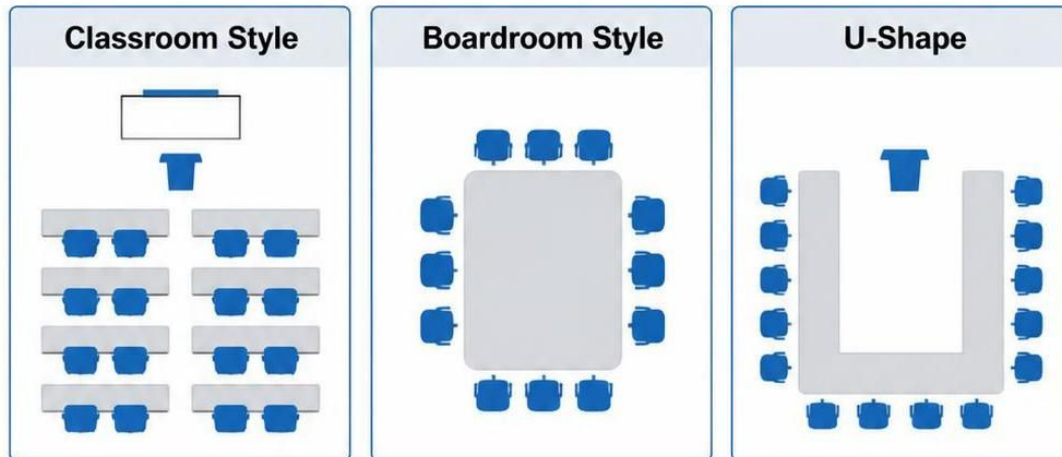
10. Conference Room Layout & Setup

The following layout diagram is provided to assist organizations in planning their event setup.

Organizations will have the opportunity to indicate their preferred room setup configuration on the Conference Room Rental Request Form. All setup requests are subject to HCCC approval and availability.

Any changes from the standard room setup are the responsibility of the renting organization. The renter is responsible for returning the room to its original setup following the event.

Room Set Up



Equipment Needs



Projector



Laptop



Projection Screen



HDMI adapter for laptop



Internet/wireless



Presentation Remote



TV/DVD



Sound system



Whiteboard

Food & Beverage

Water and/or coffee are included in the room rental rates. Please let us know if additional coffee or food will be required. The Chamber can suggest local options if needed.

Harbor Country Chamber of Commerce
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