



Tangipahoa Chamber Boardroom Usage Guidelines

Member Benefit:

The Tangipahoa Chamber is pleased to offer our Frances Chauvin Boardroom (herein referred to as the Boardroom) as a complimentary benefit to our valued members, based on availability. Prospective members can reserve space for a fee (see Fee Policy section for more information) but generally join the Tangipahoa Chamber when they review our great benefits!

Why Use Our Boardroom?

- Our historic Cate Station is a professional setting for meetings, presentations, planning sessions, and retreats.
- It is a great place to get the team away from the office for some real team-building and focused work.
- Our facility is equipped with Wi-Fi and essential meeting amenities.
- Our convenient Downtown Hammond location offers easy walking access to over 20 restaurants for lunch or after-event needs.

How to Reserve the Boardroom:

1. Read and agree to all policies including our terms of use and guidelines as outlined in this document.
2. Complete the Tangipahoa Chamber Boardroom Reservation Request Form.
3. Confirm reservation upon Tangipahoa Chamber approval (as it applies).
 - a. Users should not announce the Boardroom as an official location until they have received an email confirmation from the Tangipahoa Chamber stating that their request has been approved.

Reservation Policies:

- All members and prospective members seeking to reserve the Boardroom must complete a Tangipahoa Chamber Boardroom Reservation Request Form and agree to all policies terms of use and guidelines as outlined in this document.
- The Boardroom is available for reservation between 9:30 a.m. and 4:15 p.m. Monday – Friday.
 - Early morning hours (8:00 - 9:30 a.m.) are generally reserved for Tangipahoa Chamber meetings and events, and our office closes at 4:30 p.m.
 - Members only: Special arrangements can be made for early starts, evening, or weekend times at the discretion of the President and CEO. These times may require a minimal charge for staff presence (see Fee Policies section for more information).
- Premier Investors may reserve the Boardroom up to six (6) months in advance for unlimited hours, based on availability.

- Corporate and Executive Members may reserve the Boardroom up to six (6) months in advance for a total of 24 hours, based on availability.
 - Additional hours may be granted pending Boardroom availability.
- Business Level II, Business Level I, and Organization Members may reserve the Boardroom up to six (6) months in advance for a total of 12 hours, based on availability.
 - Additional hours may be granted pending Boardroom availability.
- Reservations cannot be made for personal or business parties, fundraising events, political activities, religious services or ceremonies, or events or activities involving the sale of products or services.
- Events that are not directly associated with your business or organization are not considered member opportunities and require prior approval. These reservations may incur a fee (see Fee Policy section for more information).

Boardroom Terms of Use and Premises Guidelines:

- The individual listed as the responsible team member (as indicated by their signature on the Tangipahoa Chamber Boardroom Reservation Request Form) must be present on the premises and shall supervise the reservation at all times during the period of use. Premier Investors may designate multiple authorized representatives to coordinate and supervise use of the space, as long as one listed individual is present at all times. *No exceptions.*
- Users are responsible for any damage incurred to the space during their reservation and must report any issues to the Tangipahoa Chamber office promptly. Users are liable for any damage to or misuse of the building, furnishings, or equipment. Charges for damage will be assessed based on the replacement cost or total repair cost. After your event, Tangipahoa Chamber staff will send a follow-up email if there are any concerns regarding damages or misuse.
- Users are expected to conduct meetings professionally and respectfully.
 - Guests are not permitted to walk through or around the office space. If guests need to step out of the Boardroom but wish to remain indoors, they must stay in the coffee hall or front lobby area (the section in front of the service counter). Please ensure they are mindful of their volume, as our team will be working in the vicinity.
 - We ask that you close the Boardroom door when your event starts to ensure bathroom and coffee area noises do not interrupt your meeting.
- The front lobby door must remain locked for the safety of our team and all guests. Please ensure a member of your team is available to greet guests in the lobby at the start of your event.
- Any food brought onto premises by Boardroom Users *must* be purchased from Tangipahoa Chamber members.
 - You can find a list of these members in our online directory at www.tangipahoachamber.org. We are also happy to provide recommendations based on your needs and budget.
- Nothing shall be attached to the walls, ceiling or any fixtures. Nothing shall be removed from the walls or Boardroom without approval from the Tangipahoa Chamber Staff.
- If tables need to be moved from the originally confirmed layout during your meeting, please ensure all wheel locks are flipped up for rolling to prevent damage to our beautiful wood floors.

- Any invitation extended to the news media to cover your reservation at the Tangipahoa Chamber must first be approved by the Tangipahoa Chamber President and CEO.
- Users are required to leave the Boardroom clean. All trash must be disposed of in the designated cans located at the end of the building, and any removed trash bags must be replaced with new ones provided to you. Please remove all leftover food from the refrigerator and/or coffee hall area. Furniture must also be returned to its original arrangement. Failure to follow these terms will result in a \$50 cleaning fee, invoiced to the responsible team member.
- Users are responsible for maintaining cleanliness and order in the coffee hall during Boardroom use, including, but not limited to, wiping down counters and disposing of used cups. Please note that Tangipahoa Chamber staff reserves the right to access and use the coffee hall and restrooms at any time during scheduled reservations.
- Animals are not allowed on the premises except for service animals, as defined by the American with Disabilities Act (ADA).
- Smoking, vaping and/or tobacco use is NOT permitted inside or outside the building. The possession, use, or distribution of illegal drugs or firearms on the Tangipahoa Chamber premises is prohibited.

Boardroom Layout and Amenities:

- The Boardroom can accommodate up to 34 people. It includes 17 tables that seat two (2) people each. See our website for all available layout options.
- Setup needs can be requested within the initial reservation form or can be made via email at least one (1) week in advance.
- The Boardroom is equipped with an 85-inch television that supports screen mirroring or extension via HDMI connection. Wi-Fi login details will be displayed in the room. Technical assistance is not included with Boardroom reservations. If additional support is needed, please submit your request through the initial reservation form or by email at least one (1) week in advance, as staff availability on the day of your reservation is not guaranteed.
- Coffee can be provided for your team upon request.
- Two restrooms are available in the coffee hall for your guest's convenience.
- Users and/or guests are responsible for providing any materials not listed in the amenities section, including but not limited to: laptops, document copies or handouts, extension cords, chargers, and similar items.
- All food items and supplies stored in the coffee area cabinets, drawers, and refrigerator are the property of the Tangipahoa Chamber and/or its staff and are not available for use by Boardroom users or their guests. Users are responsible for bringing all necessary paper products and serving utensils for their reservation.

Parking:

- For events lasting over one hour, we ask that guests park across the street or in the city parking lots at the south end of the building. This helps ensure that parking spaces remain available for Tangipahoa Chamber business, as well as for our Amtrak and Clerk of Court tenants.

Event Promotion:

- Events held in the Boardroom should clearly list the Tangipahoa Chamber as the location. Please use the following address on all promotional materials:

Tangipahoa Chamber of Commerce
400 NW Railroad Avenue
Hammond, LA 70401

- When promoting your event, please make it clear to potential attendees and guests that use of the Boardroom does not imply that the event is sanctioned or endorsed by the Tangipahoa Chamber
- We kindly request that you share any relevant promotional materials with us in advance to ensure there are no branding issues.

Member Acknowledgment:

- We encourage all members using the Boardroom to share with their guests that their business or organization is a proud member of the Tangipahoa Chamber and to recommend they join us! Additionally, while in the Boardroom, we recommend capturing a photo of your event and sharing it on social media, tagging the Tangipahoa Chamber to highlight your location.

Fee and Cancellation Policies:

- Prospective Member/Non-member Half Day (*Weekdays Only*):
 - **\$150** (up to four (4) hours, including setup and teardown)
 - 50% deposit due at time of confirmed reservation
- Prospective Member/Non-member Full Day (*Weekdays Only*):
 - **\$300** (4-8 hours, including setup and teardown)
 - 50% deposit due at time of confirmed reservation
- Staff Presence (as required for after-hours or weekend arrangements):
 - **\$30/hour (2 hour minimum)**
- Failure to Comply Cleaning and Resetting Fee:
 - **\$50**
- If you need to cancel your reservation, please notify the Tangipahoa Chamber via email at info@tangipahoachamber.org. Cancellations should be made as early as possible to allow the space to be reallocated to other members.
 - Reservation deposits are non-refundable if cancellation occurs within 48 hours of the scheduled reservation.
 - Cancelled weekend reservations occurring less than one week prior to the scheduled date may incur a fee of 50% of the anticipated charges.
 - "No Show" reservations may incur up to 100% of the anticipated charges and/or a \$100 fee for weekday member reservations.
- In case of emergency or extraordinary scheduling conflict, the Tangipahoa Chamber reserves the right to notify users of the need for cancellation and, if applicable, offer a backup space within our network of members or partners, should one be available.

- We will provide at least 24 hours' notice when possible.