



1110 Crosspoint Lane, Suite C
Webster, New York 14580
(585) 265-3690

Webster Chamber of Commerce Facilities Use Agreement

Last Revised on 06/01/2025

1. The use of Webster Chamber Facilities is a member benefit limited to Webster Chamber members that are in good standing. The “responsible” person requesting the use of the facilities must be the owner, an authorized employee, or an officer of the Webster Chamber member, must be at least 21 years of age and must remain at the facility during the entire use period.
2. Members are permitted to use the Chamber facilities once per month (blocks of time 3+ hours) for the member organization’s purposes and is not transferable. Incidental use of the facility (such as a client meeting) is permitted as needed and approved (for scheduling purposes) by Chamber staff. Exceptions to these frequency provisions will be evaluated on a case-by-case basis and may include an additional fee.
3. Users must provide the Chamber with the requested room set up(s), services, and any technology requirements a minimum of two (2) business days prior to their use date.
4. If Users provide food or beverages, they are to provide all supplies (cups, utensils, plates, paper products, etc.). The Training Room is configured for catered food service (including a kitchen sink and small microwave). Keurig coffee service is available for an extra cost.
5. The Chamber member is responsible for all damage and for the attendees’ conduct while at the Webster Chamber facilities.
6. Access to the room(s) is only permitted during your use period. Storage of non-Webster Chamber property is limited to the duration of the use period and must be removed at the completion of the use period.
7. The Webster Chamber of Commerce is not responsible for any damage, loss, or liability concerning equipment, apparatus, decoration, food, or other items brought into the Chamber.
8. Users must adhere to all laws regarding alcohol consumption. The Webster Chamber of Commerce does not assume any responsibility for or representation of compliance with any laws or regulations regarding alcohol consumption. The Chamber member is responsible for complying with all regulations, permits, and laws regarding serving alcohol during their use of the Chamber facilities.

9. The Webster Chamber of Commerce Conference Room and Training Room are each equipped with a computer, Wi-Fi, and 75-inch smart TVs. All technology interfaces are the responsibility of the user. The Chamber does not allow users to alter the technology in any way and can provide, upon request and within their knowledge, assistance with technological capabilities such as device broadcasting to Smart TVs, guest internet access, and Owl 3 Smart video conference camera, microphones, and speakers (for use with Hybrid online meetings).
10. Prohibited acts include, but are not limited to gambling, amplified music, boisterous or indecent behavior or language, littering, defacing Webster Chamber property, and open flames (excepting self-contained candles and chaffing dish warmers, such as Sterno methanol fuel cans).
11. Nails, tacks, tape, and staples are not permitted on ANY interior or exterior surface. Removeable mounting putty or Command Strips may be used and must be completely removed at the end of facility use. Ignoring this provision is considered as chargeable damage.
12. Office Park parking is provided in designated parking spaces (including handicapped spaces). No parking in fire lanes, access roadways, or non-paved areas.
13. Smoking / Vaping is prohibited in the Webster Chamber of Commerce building.

Webster Chamber of Commerce Facilities Pricing

- Chamber Members: Free once per month (blocks of time 3+ hours). Additional use may include a fee of \$25.
- Additional Service Fees: Facility use outside of normal Chamber business hours (8:00 AM to 4:00 PM, Monday through Friday) is \$25.00 per day.
- Keurig coffee service: \$2.00 per person / \$10 minimum charge.

Webster Chamber of Commerce Facilities Checklist

- Users are responsible for returning the rooms used to their original configuration.
- Before vacating the room, make sure you have:
 - Alerted the staff of any damage to the room, tables, chairs, walls, or fixtures, etc.
 - Wiped down all tables and swept the floors as needed.
 - Picked up and bagged any garbage, paper products, etc. from the floor, counters, and tables.
 - Bagged and tied all trash bags and placed them at the rear entrance to the Chamber.
 - Removed all your personal belongings.
- Follow all security procedures when exiting.

Webster Chamber Facilities Use Agreement

Date(s) Requested: _____

Room(s) requested: _____ Estimated attendees: _____

Responsible Person's Name: _____

Chamber Member: _____

Waiver for Participant: I hereby acknowledge, agree, and understand that use of the Webster Chamber of Commerce room(s), services, equipment, or premises, involves risk of injury to persons and property to users (including all persons attending the User event) of the room(s), services, equipment, or premises. By engaging in such use, I assume full responsibility for such risks. Therefore, on behalf of myself, my heirs, personal representative, or assigns, I do hereby release, waive, hold harmless and covenant not to sue the Webster Chamber of Commerce from any liability and all claims arising from use of the room(s), services, equipment, or premises. The waiver of all claims includes, but is not limited to, personal injury (including death) from accidents or illness, as well as all claims resulting from damage to, loss of, or theft of property. I understand that I am releasing the Webster Chamber of Commerce from all liability to me, my heirs, and assigns, for any loss or damage, forever give up any claims therefore on account of injury to person(s) or property whether caused by the active or passive negligence of the Webster Chamber of Commerce.

I have read, understand, and agree to the Webster Chamber of Commerce Facilities Use Agreement, the Facilities Pricing, the Facilities Checklist, and the Waiver and agree to adhere to all the provisions contained in them and accept those terms and conditions as written, including paying all fees, damage charges, late charges, and any fees associated with the collection of those charges. Verbal alterations to this agreement by either the Chamber or the User are prohibited.

Today's Date: _____

Fees: ___ (check box if including coffee service) _____

Responsible Person Signature: _____

Scheduling approved by Chamber Staff: _____

Agreement approved by Chamber Staff: _____