



Randy Marion Conference Room Rental Policies

Room Arrangement: If you need to rearrange the furniture for your meeting, this is permissible; however, the furniture must be returned to the “Conference Room” or “U” shape style before you leave the room.

Trash: Excessive waste material outside of trash can shall be taken to the outside dumpster located at the end of the parking lot. Extra trash bags are in the trash can or cabinet under the sink if needed. Please do not leave trash outside the door or outside the building.

Use of Coffee and Drinks: You are welcome to use the coffee machine and supplies. Please make sure the coffee pot is rinsed and turned off before you leave. Extra drinks are located by the rear door if the refrigerator needs to be replenished, if you take drinks please fill them back up for the next group.

Tables: Wipe down all tables and countertops after use, cleaning materials are located in the coffee machine cabinet and the cupboards.

Timing: Use of the conference room will begin and end according to your pre-set reservation time. Please keep in mind if you need additional time for set-up and take down.

If you would like to reserve the conference room or if you have questions about clean-up, please call the Chamber office for details at (704) 892-1922.



Randy Marion Conference Room Rental Rates

Lake Norman Chamber of Commerce maintains a meeting room (850 sq. ft.) available on a first come, first serve basis to Chamber Members and approved community groups. Advanced scheduling and notice are necessary to ensure availability.

Payment must be made in advance, and key must be obtained in advance for reservations occurring before or after normal operating hours.

If you would like to reserve the conference room, please call the Chamber office for details:

Rates:

Half Day Rate (4 hrs)

Member	\$100
Non-Member	\$150

Non-Profit Rate

Member Hourly	\$20
Non-Member Hourly	\$40

Full Day Rates (8 hrs)

Member	\$150
Non-Member	\$200

Member Half Day	\$50
Non-Member Half Day	\$70

Hourly Rate

Member	\$40
Non-Member	\$50

Member Full Day	\$100
Non-Member Full Day	\$150