

NORTH SAN ANTONIO CHAMBER OF COMMERCE

Guidelines for Chamber Members

Effective January 2011

USE OF MEETING ROOMS



TO RESERVE MEETING SPACE:

Contact Marilyn White,
mwhite@northsachamber.com
(210) 344-4848

Chamber meeting rooms are provided to our members as an occasional meeting place for their business needs.

- Rooms may be scheduled as available.
- Rooms may not be booked more than 30 days in advance as Chamber business may supersede need to use a room.
- Rooms are available Monday through Friday only, 8 a.m. to 12 p.m. and 1 to 5 p.m. and subject to North SA Chamber office closings.
- North SA Chamber offices are closed 12 to 1 p.m. and members must promptly vacate during that time. No lunch meetings permitted.
- Rooms may not be used on a regular basis (daily, weekly) as an office.
- Chamber conference rooms do have wireless access. (code: purple01)
- Meeting guests may use parking in front of building. Covered parking at back of building is reserved for North SA Chamber employees.
- Breakfast items and snacks may be brought into the room.

CAPACITY:

USAA Real Co. Board Room • 36 – 40 people

SpawGlass/JP Morgan Chase Conference Room • 8 – 16 people

CDS Small Conference Room • 6 people

RATES:

CHAIRMAN'S COUNCIL MEMBERS

USAA Real Co. Board Room • One use per year at no charge;

Additional reservations at \$25 per day reservation fee

SpawGlass/JP Morgan Chase Conference Room • No charge

CDS Small Conference Room • No charge

VALUED MEMBERS

USAA Real Co. Board Room • \$50 per day reservation fee

SpawGlass/JP Morgan Chase Conference Room • One use per year at no charge;

Additional reservations at \$25 per day reservation fee

CDS Small Conference Room • No charge



NORTH SAN ANTONIO
CHAMBER