



ELGIN AREA CHAMBER

Conference Room must be reserved. Contacting the Elgin Area Chamber front desk to reserve the room at 847-741-5660 or via info@elginchamber.com.

Availability: The room is open for use during weekdays during business hours 8:00 to 4:30pm. To secure the room for other times, reach out to the Elgin Area Chamber staff.

Cleanliness: After every use, leave the room in the same or better condition than it was found. Cleaning kit can be found in the cabinet next to the garbage can.

- ✓ Dispose of any trash. If the trash contains food, please take the bag to the dock and put a new bag in the can. Check the floor for spilled food.
- ✓ Return furniture to its original place.
- ✓ Clean tables with the cleaning solution in the kit.
- ✓ Return technology equipment, including wires, to where you found them. Straighten TV and push it back to the wall. Pushing the tv is best accomplished with 2 people - 1 person on each side of the TV.

Technology Use: Ensure proper use of technology and equipment. Users should familiarize themselves with the room's tools and leave them in working order for the next group.

Respectful Conduct: Maintain a professional and respectful environment. Avoid disruptive behavior, keep noise levels appropriate, and adhere to the company's code of conduct.

Timeliness: Start and end meetings punctually. If a meeting concludes earlier than scheduled, vacate the room promptly to allow others to use it.

No Unauthorized Reservations: Do not hold or block the room for personal use without an official meeting or without approval.

Feedback and Reporting: Report any damages, issues, or malfunctions immediately to the Elgin Area Chamber front desk. Provide feedback on the room's condition or any needed improvements.

Thank you!



FREE PUBLIC PARKING

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