

# PAULS VALLEY

## CHAMBER OF COMMERCE

112 E. Paul Ave., Pauls Valley, OK 73075  
405.238.6491

### Conference Room Rental Agreement

This is an hourly Rental Agreement for use of the Pauls Valley Chamber of Commerce's conference room. According to policy, all reservations must be made and paid in advance and must occur during regular business hours, unless special permission is granted for other times. Chamber members in good standing are welcome to use the space for free for up to 2 hours once a month and \$25 per hour after that. This is considered a perk of membership. Non-members are welcome under similar circumstances, but at \$25 per hour for all time desired. Non-members are subject to a cancellation policy: 100% refund 48+ hours prior to start time; 50% refund at least 24 hours prior to start time; 0% refund less than 24 hours prior to start time.

Date(s) and time(s) requested:

Organization or Individual:

Representative making request:

Phone:

Email:

City:

Describe purpose of event and use of space:


Special considerations (if any)


Amenities to be used:  Monitor  Coffeemaker  Microwave  WiFi

Visiting organization or individual agrees to:

- Not damage property.
- Report any questions or concerns immediately.
- Leave the Conference Room area in the same condition as when you first entered it.

Full payment:

Date:

Signature:

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