

Missoula Chamber

Information for Conference Room Renters



Parking

The Chamber parking lot has limited space. There are 14 spaces available if your renting after hours. During business hours there will be 9.

After Hours Entrance

A key contract is required for after-hours room rentals in case this key is lost.

Please understand there is a \$150 for re-keying.

To enter the conference room and patio, use the door located on the bottom floor on the northwest corner of the building with the ELOI logo. To the right of the door, there is a lock box. Using the keypad, enter CLEAR, 4# PIN, ENTER. Depress the top lever and the face of the lock box will detach. Inside you will find a key. Please lock the door when you leave the building. You will have to reenter the code to put the key back in the box.

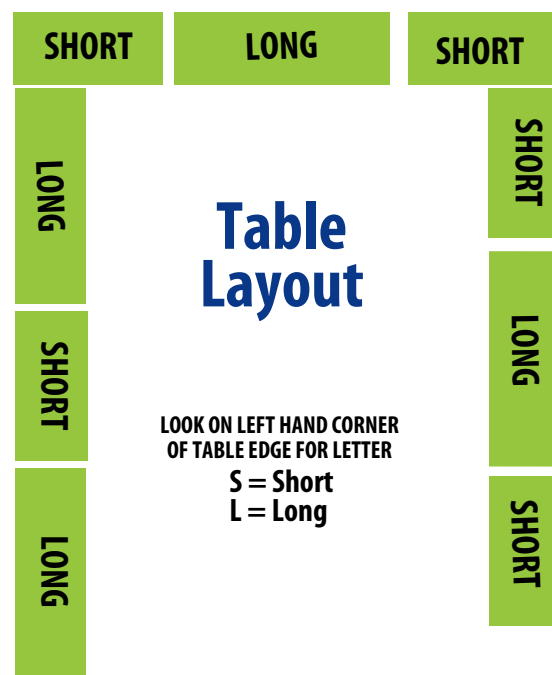
Setting up the Room Please note that the room must be returned to the U-shape it is set in upon arrival before departure.

Renters are welcome to set up the room however they like, using both indoor and outdoor spaces. There are rolling tables, office chairs, Adirondack chairs, and a patio set with two chairs and two ottomans. Rolling tables and office chairs can be found in the conference room.

Putting the Room Back the Way you Found it

You will notice that there are SHORT tables and LONG tables.

In order for the tables to go back correctly they must be set-up in this way.



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Screen Usage

The SMART board is no longer SMART due to outdated hardware.

Please think of it as a very big monitor/computer.

TWO ways to share your meeting information:

1. You can get use the HDMI chord of the left side of the screen to plug in YOUR laptop. However, there is no camera available
2. You can log-in to Zoom on HDMI 1 using our keyboard and mouse. There is a camera available for this choice.

Building

Please do not allow guests into the office space upstairs or any of the closets or storage areas. Bathrooms are located to the left of the stairs, down the hall and around the corner. Extra toilet paper can be found below sinks.

Please refrain from using the stove.

The microwave is fine to use. Renters may also use the coffee pot- coffee and filters can be found in the drawers of the counter.

Please be sure pot is rinsed and the unit is shut of prior to departure.

Please be sure to clean and return any utensils used to the place they were taken from.

Waste

There is a large trash can in the conference room. Additional large black garbage bags can be found below the sink of the counter at the back of the conference room. All trash must be deposited in the dumpster before departure. The dumpster is located on the backside of Eastgate Shopping Center, east of the Chamber. It is the second blue dumpster in, behind the O'Reilly auto parts store.

Departure

Upon departure, please be sure that the room is returned to its original set up (SEE DIAGRAM ABOVE) and all waste has been removed.

Be sure to return all patio furniture back where you found it and fenced in unit where they were originally stored.

Please be sure that all doors are locked. This includes kitchen door and sliders.

Lock the ELOI door and return the keys to the lock box.