TRI-LAKES
CHAMBER OF COMMERCE
ECONOMIC DEVELOPMENT
VISITOR CENTER

Facility Reservation Request Form

The Tri-Lakes Chamber of Commerce, Economic Development and Visitor Center (TLCC) offers the use of its facilities to TLCC members and the community. Usage fees are determined by TLCC membership level or profit-making status.

Which facility do you want to reserve (Fill in date under the appropriate facility. Multiple dates may be listed.):

Community Room	**Meeting House**	**Conference Room**
Capacity 60	Capacity 40	Capacity 8
166 Second Street	300 Highway 105	166 Second Street
Requested date of use:	Requested date of use:	Requested date of use:
_____	_____	_____

- Facilities may be reserved for up to 4 hours. Additional time will require additional fee.
- Allowed uses are meetings, classes, seminars, and education opportunities. Craft classes must be discussed with a TLCC staff member in advance—no glitter or paint are allowed.
- We do not allow parties of any kind.
- Serving alcohol is fine. Selling alcohol is strictly prohibited by law.
- Nothing may be hung on walls except with brand name Command Strips.
- You are responsible for the cost of repairing any damage.

Facility users are expected to be self-sufficient. Extension cords, miscellaneous office items, copying , or other needs are not available. Audio-visual assistance is not provided; however, a television monitor is available in each facility space. Please arrange to test your technology (if necessary) prior to your event.

Facility Fee schedule:

The fee is the same for each facility. An invoice will be sent once date availability is confirmed and completed form is received. Payment is required prior to facility use. Mainstreet level TLCC members and above are allowed 12 FREE facility rentals per year.

TLCC Members		Community		
Mainstreet Tier or above	Classic Member	Non-Profit 501c*	Not for Profit	Business Non-Member
12 FREE per 12 mos	$30	$35	$50	$120

*501c3 may use the Meeting House for FREE one time per month - 501c3 documentation required with first reservation request

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Set-up arrival time: _____Event start time: _____

Event end time: _____ Departure time (after clean-up): _____

Business or Group: _____

Purpose of reservation (meeting, class, etc - NO PARTIES): _____

Number of Attendees: _____Will food and/or beverages be served? Describe: _____

Contact Person: _____

Phone: _____Email: _____

Chamber Member Level: Classic____ MainStreet or above_____ Not a member_____ Non-Profit: Yes____ No____501c3____

Complete form on next page

After your meeting:

A vacuum, broom, and other cleaning supplies are available in the Utility Room (Community Room) or in the cupboard in the kitchen (Meeting House). Please leave the facility clean. Vacuum or sweep as needed. Wipe down the tables, chairs, and kitchen counters as needed. If trash cans are full, please empty them in the trash bins located behind the Chamber building (do not let the back door close behind you because it locks automatically) or on the porch (Meeting House). Please note: at the Chamber, there are separate bins for trash and recycling. Turn off all lights and confirm that doors are locked.

Signature: _____Date: _____

Mailing Address: _____

Return completed form to Chamber office or email to Noah@trilakeschamber.com.

Please Note: Facility Fees will not be refunded if your reservation is canceled less than 2 weeks in advance.

Office use:

On calendar: _____ Confirmation Email: _____ Form in book: _____ Key Discussed: _____

Fee amount: _____ Fee received: _____

Updated 03/2026

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