



Business Center User Guidelines

First-time users of the Business Center must complete a New User Agreement. Returning users need only make a reservation online and register at the front desk upon entering. Please use this link to submit your User Agreement: <https://fs25.formsite.com/PlanoChamber/cyoc3jsk1x/index>

1. The Business Center is located on the second floor of the Prosperity Bank building. **Hours are Monday - Thursday, 8:30 AM – 4:30 PM; Fridays 7:30 AM – 12:30 PM.** Individual Workstations do not require a reservation.
2. Chamber Staff Office hours are 8:00 AM – 5:00 PM Monday – Thursday; 7:00 AM – 1:00 PM on Fridays. If you would like to speak to a staff member, please call that person for an appointment.
3. The fee for the large conference rental is \$100, to be paid at the time of reservation confirmation. **If you are an Excel, Invest, Innovate, or Inspire level member of the Chamber you will receive two (2) complimentary rentals annually.** The fee is waived if you are a current member of Prosperity Bank.
4. The environment provided must be professional with minimum distractions and conducive for collaboration within defined areas. Please keep loud talking and phone conversations to a minimum and do not use phones without headphones in open spaces. Voices carry loudly throughout the Business Center down into the foyer of the bank below.
5. The refrigerator is for **STAFF USE ONLY** and items or food may not be left overnight.
6. To reserve a room, requests should be made by submitting an online Reservation Request form at <https://fs25.formsite.com/PlanoChamber/gtxkpar5ds/index> Reservations are on a first come basis.
7. Use of equipment, including the printer, is restricted to Business Center users and must be within reason. The equipment is provided as a convenience only and is not for large print jobs or projects that interfere with others' use of the equipment. The printer is not wireless; you must use a USB and documents should be in PDF format. Please be considerate of other users during peak hours.
8. For the sake of maintaining a professional environment, please note these additional guidelines:
 - Solicitation of products or services is prohibited.
 - Begin to wrap up your work or meeting 15 minutes prior to 4:30 PM Monday - Thursday or 12:15 PM on Fridays.
 - If you have a hard stop, please wrap up 15 minutes prior to the stop time for us to sanitize the room and reset for the next group.
 - Pets are not allowed in the Business Center; only service animals.

- Be considerate when bringing and consuming personal meals and beverages in the Business Center as strong odors do carry throughout (i.e., onions).
- Use caution and discretion when working in the public spaces and with the technology provided.
- Use of the Business Center and its equipment is at your own risk and damage is the responsibility of the user.
- The Plano Chamber of Commerce and Prosperity Bank reserve the right to refuse access and/or service to any visitor or user, including misuse or overuse of the equipment, disrupting others, or violating these guidelines.

If you have any questions, email Judyw@planochamber.org

Business Center Hours of Operation

Monday -Thursday - 8:30 AM – 4:30 PM

Fridays – 7:30 AM – 12:30 PM

Closed Saturday & Sunday

Plano Chamber Staff Hours of Operation

Monday- Thursday - 8:00 AM – 5:00 PM

Friday - 7:00 AM – 1:00 PM

Closed on Saturday & Sunday