

**Business Center
Reservation Request Form**

Prior to making a room reservation, you must have first completed a [User Agreement](#) (only once is necessary).

Are you a current member of the Plano Chamber of Commerce? _____

Are you a current customer of Prosperity Bank? _____

Are you a member of the Chamber and Prosperity Bank? _____

Contact Name: _____

Company Name: _____

Contact Phone Number: _____

Contact Email: _____

Room Reservation Date(s) Requested: _____

Start & End Time: _____

Number of guests including speakers: _____

Please Select Room:

- Huddle Room 213 (2-3 guests)
- Huddle Room 215 (2-3 guests)
- Media Space w/Monitor (5 guests only)
- Large Conference Room includes built-in Projector Screen, Speakers, 2 Monitors, up to 64 classroom style or 100 theatre style

Please Check Setup:

- | | | |
|-----------------|--------|---------------|
| Classroom Style | Pods | U-Shape |
| Theatre Style | Circle | Hollow Square |

Executive Board Room (12 maximum) with one Projector/Monitor

Please Check if Needed:

- | | | |
|--------------------|---|----------------------------|
| White Board | Podium | Easel (paper not provided) |
| Registration Table | Add'l Tables for materials or food & beverage | |

Additional Notes:

The fee for the large conference room is \$100 to be paid at the time of 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.

Protocols to be Followed:

- Front Desk Check In (or attendee roster prior to meeting)
- Bring your own food/beverage or have catered
 - Refrigerator for Staff Use Only
- Restroom Occupancy – Only 1 individual at a time (please use occupancy sign on door)
- Begin to wrap up your session 15 minutes prior to 4:30 PM Monday-Thursday or 12:15 PM on Fridays

You will receive a confirmation email and an invite for your Outlook calendar if the space is available. If the space requested is unavailable, we will contact you by email. The reservation calendar is NOT available online as the Business Center is not for public use – only to members of the Chamber and/or current customers of Prosperity Bank.

Return this for to: judyw@planochamber.org

Plano Chamber Hours of Operation

Monday - Thursday: 8:00 AM - 5:00 PM

Friday: 7:00 AM - 1:00 PM

Closed Saturday & Sunday

Business Center Hours of Operation

Monday - Friday: 8:30 AM - 4:30 PM

Friday: 7:30 AM - 12:30 PM

Closed Saturday & Sunday