



Business Center User Guidelines Revised During COVID-19

1. First-time users of the Business Center must complete a New User Agreement. Returning users only need to register at the front desk upon both entering and exiting.
2. The Business Center is located on the second (2nd) floor of the Prosperity Bank building. Hours are Monday - Thursday, 8:30 AM - 4:30 PM by reservation only until further notice. No walk-ins will be permitted to enter.
3. Chamber hours are 8:00 AM - 5:00 PM Monday - Thursday. We cannot open prior to 8:00 AM, stay later than 5:00 PM, nor open on weekends due to new protocols and liability.
4. Please do not park in the first two rows of parking. Doing so may result in your vehicle being towed. Those spaces are reserved for Prosperity Bank employees and customers who are visiting the branch location downstairs. Additional parking is available and located at the St. Elizabeth Ann Seton Catholic Church, adjacent to the Prosperity Bank parking lot.
5. The Plano Chamber of Commerce glass entrance doors will be locked at all times. The following protocols must be followed for staff and visitors:
 - Masks must be worn inside the Chamber offices and Business Center. If you do not have a mask when you arrive, one will be provided for you.
 - Once you arrive and your mask is in place, the Business Center Coordinator will allow you to enter.
 - Hand sanitizer is provided for your use upon arriving in the foyer and throughout the Chamber.
 - A Temperature Check will be done upon entering.
 - You and your guest(s) must register at the Front Desk upon entering and exiting. You may provide us with an attendance sheet of your guest(s) to include name, phone number, and place of employment.
 - 6' Physical Distancing between parties must be practiced at all times
 - Bring Your Own Food/Beverage
 - Refrigerator For Staff Use Only
 - Restroom Occupancy – Only 1 individual at a time due to social distancing
6. 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 music players, radios, or other audio devices without headphones. Voices carry loudly throughout the Business Center and down into the foyer to the first floor below.
7. The Business Center is not to be used on a daily, on-going basis as a semi-permanent office. The space is provided as a drop-in, convenience center only unless holding meetings in our large or small conference rooms. Items may not be left overnight, and again, the refrigerator is for staff use only.

8. To reserve a workspace, requests should be made by submitting an online Reservation Request Form to judyw@planochamber.org for tracking and security purposes. Reservations for any space is on a first come-first serve basis. The Business Center Coordinator may limit requested reservations to a certain number of hours per week, month, or time of day.
9. 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 and you must use your own USB. Copies are limited to 50. Please be considerate of other users during peak hours.
10. For the sake of maintaining a professional environment, please note these additional guidelines:
 - Solicitation of products or services in the Business Center is prohibited
 - Begin to wrap up your work or meeting 15 minutes prior to 4:30 PM
 - No pets are allowed in the Business Center except service animals
 - No children are allowed in the Business Center under the age of 18 to ensure a professional work environment for all users and to limit liability
 - Be considerate when bringing and consuming personal meals and beverages in the Business Center. Again, the refrigerator is for staff use only.
 - 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.

Plano Chamber Hours of Operation

Monday - Thursday

8:00 AM - 5:00 PM - staff appointments only

Lunch - 11:45 AM - 1:15 PM – Ring Bell at Front Desk for Assistance

Closed on Friday, Saturday, & Sunday

Business Center Hours of Operation

Monday - Thursday by Reservation Only

8:30 AM - 4:30 PM

No Walk-ins Will Be Permitted to Enter

Closed Friday, Saturday, & Sunday