



## WELCOME TO THE CHAMBER OFFICES

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### **OUR SPACE IS YOUR SPACE**

#### **Our Office Space is a Member Benefit**

We are proud of our centrally located offices and we encourage you to visit us and use the cooperative space at 1050 Hingham Street in Rockland. Not only is our space home to our team of staff professionals, it is also a dynamic hub for our members. On any given day the office is alive with volunteer team meetings, one-on-one member meetings and hosted events. The use of Chamber space to conduct Chamber-related meetings is always provided on a complimentary basis.

#### **Non-Chamber Use of the Office Space:**

In addition to being the home to a wealth of Chamber activities, Chamber members can also use the office space for their own professional purposes. Whether you have a client meeting, you want to conduct an off-site staff or board meeting, or you need a place to do a presentation to a small audience, Chamber members can rent private offices and/or conference rooms at the Chamber office.

To inquire about date(s) availability, please complete the short request form on the website and one of the staff will respond to you.

# SSCC OFFICE SPACE POLICY

For reservations, complete the Room Reservation Form found online or call the Chamber Office (781-421-3900) at least 2 weeks prior to room use need.

- 1. Members' Lounge (walk in only, cannot be reserved ahead of time)** **Free**  
(6 person maximum occupancy)
  - May be used by multiple members at the same time
  - Work area: Desk
  - Conversation area: Hi-Top table and three chairs
  - Seating/relaxation area: Couch, Two chairs, round coffee table
  - Cable TV (Restrictions for use when others are present)
  - WiFi
  - 55" Flat screen (HDMI, RGV, USB and other inputs)
  
- 2. Small Conference Room (SCR)**  
**12' X 18' Conference Room** **\$100 per hour**
  - Available 8:30 AM to 4:30 PM
  - Seats up to 15 Board Room style
  - WiFi
  - Phone (with conferencing capability)
  - 55" Flat screen (HDMI, RGV, USB and other inputs)
  - Water bubbler & individual serve coffee/tea maker
  - (2) Hour maximum per week restriction may be imposed as necessary
  
- 3. Large Conference Room (LCR)**  
**20' x 25' Conference Room** **\$150 per hour**
  - Available 8:30 AM to 4:30 PM
  - Seats 18-20 Board Room style; up to 24 Classroom style; up to 35 Audience style
  - Modular tables allows for flexible arrangements: : board room, audience, class room styles available
  - WiFi
  - Phone (with conferencing capability)
  - 64" Flat screen (HDMI, RGV, USB and other inputs)
  - Projector and Retractable screen
  - Water bubbler
  - (2) Hour maximum per week restriction may be imposed as necessary
  
- 4. Two Private Offices** **\$25.00 per hour**
  - 10' x 12' Office with door & window
  - Desk
  - Phone

- WiFi
- Maximum (4) hours per day
- Maximum usage of 1 day/week may be imposed as needed

## SERVICES AVAILABLE

**Food Service** – Those renting space are welcomed to bring in or order coffee, food, snacks etc. The Chamber has a list of vendors available. The ordering and payment of outside food services is the responsibility of the renter.

**Efficiency Kitchen** – Those renting space as individuals or groups under 4 can utilize the office kitchen which is equipped with water bubbler; single serve coffee maker, microwave and refrigerator. When hosting a group larger than 4, you should plan on arranging for outside food and beverage.

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## TERMS AND CONDITIONS

- Payment by Credit Card in full at the time of booking
- Cancellation policy:
  - 100% refund if cancelled more than a month from event date
  - 50% refund if cancelled more than two weeks to date of booking
  - No refund for cancellations less than two weeks prior to the scheduled date
- Maximum number of bookings per week, month or annual may be imposed at the Chamber's discretion.
- **No Alcoholic** beverages
- Space available for members only; fees apply when conducting non-Chamber business.
- Fee waived for Chamber Partners and SSCC Executive Committee members. Reservations still required.