



Meeting Space

for the Business Community in the Chamber Foundation Building

Located in Corporate Woods, the Overland Park Chamber Foundation Building offers a variety of meeting space rental options. Whether you're planning a large event, training session, small conference, one-on-one interview or staff planning session, the Foundation Building has the perfect space for you. Completely updated, our meeting spaces offer new technology including Flat LCD Smart TVs.

Rental Policies:

Space must be reserved in advance and is available on a first-come-first-served basis. Priority will be given to Overland Park Chamber of Commerce members. Payment for the use of meeting space, equipment and beverages is required at the time of reservation.

Renters have 30 minutes prior to meeting time to set up and 30 minutes following for clean-up at no charge. Setup and cleanup is user's responsibility. The meeting space must be returned to its original configuration after use. Facility damages will be the responsibility of and invoiced to the user.

Facilities and equipment used during general office hours will be discounted due to available on-site staff. Staff and utility charges are added to the off-hour rates (see back for details).

Kitchen facilities and supplies are not available to users. However, approved caterers may use the kitchen. Only insured caterers or users with a special event alcohol insurance rider may serve alcoholic beverages.

The Chamber Foundation does not provide staff for meeting management assistance. When possible, staff will assist with advice regarding room setup, caterer, etc.

Cancellations must be given at least 48 hours prior to meeting date; otherwise, rental fees will not be refunded.

Free bookings of the Affinis Room by Chamber members are limited to three per year. For additional bookings, members will be charged \$30 per hour. Due to the popularity of this room, failure to show for a scheduled booking will result in a \$40 no-show charge.

Room Specifications & Hourly Rates:

Room	Capacity	Dimensions	Amenities	Hourly Rates					
				Daytime (M-F) 9 am - 4:30 pm		Before or After Hours		Weekend 8 am - 10 pm	
				Member	Non-member	Member	Non-member	Member	Non-member
T-Mobile Board Room	Board style: 20	22' x 30'	Dedicated projector/screen	\$60	\$100	\$90	\$130	\$150	\$200
Ben Craig Leadership Center	Board style: 8-12	15' x 17'	Flat LCD Smart TV, Teleconferencing	\$60	\$100	\$90	\$130	\$150	\$200
Rau Conference Room	Board style: 8 Casual sitting: 4-6	11' x 14' plus collaborative sitting area	Flat LCD Smart TV, Teleconferencing	\$50	\$80	\$70	\$120	\$150	\$200
Affinis Room	Meeting style: 4-6	9' x 13'	Dry-eraser board	NC**/\$30	\$60	NA	NA	NA	NA
Black & Veatch Education Center	Theater: 85; Classroom: 56; Board: 32; Pods: 44	43' x 30'	(4) Flat LCD Smart TVs; podium	\$80	\$150	\$120	\$180	\$175	\$225
Sunderland Foundation Terrace	Reception	Outdoor terrace area	Bench seating / Fire pit	NC	\$100	\$80	\$180	\$170	\$220

**Complimentary booking of Affinis Room for Chamber members is limited to three times per year.

For information about meeting space rentals:

Overland Park Chamber of Commerce
(913) 491-3600 | opcc@opchamber.org
www.opchamber.org

**See reverse side
for photos of
meeting rooms.**

Food & Beverage:

Coffee (2-liter)*	\$12	serves 8-12
Soda	\$2 per can	based on consumption
Iced tea	\$12 per pitcher	serves 20
Water tower (3 gallons)	\$5	serves 30-40

*Coffee must be ordered from the Chamber, which brews **Parisi Artisan Coffee**. You may use an outside caterer of your choice for food and other beverage needs.

Audio Visual Equipment:

Room	Equipment	Cost
All meeting spaces	Wi-Fi	Free
	Easel	\$5
	Easel, pad & markers	\$10
T-Mobile Board Room / Rau Conference Room / Affinis Room	Dry-eraser board & markers	\$5
Black & Veatch Education Center	White board & markers	\$5
	Built-in Smart Flat LCD TVs	\$70
	Microphone	\$20
T-Mobile Board Room	Projector/screen	\$60



Meeting Space

in the Chamber Foundation Building

Ben Craig Leadership Center

New conference room featuring Flat LCD Smart TV and video conferencing.



Black & Veatch Education Center

Our largest meeting space, seating up to 85 people theatre-style and featuring four Flat LCD Smart TVs and video conferencing capabilities.

T-Mobile Board Room

Formal board room seating up to 20 people and featuring an overhead laser projector.



Rau Conference Room

Board-type meeting room with Flat LCD Smart TV and an additional collaborative sitting area featuring sofa and casual seating.



Affinis Collaboration Room

Traditional office-type room perfect for one-on-one interviews and group sizes under six.



Sunderland Foundation Terrace

Outdoor garden terrace with bench seating, fire pit, 100-person capacity, suitable for cocktail receptions.