



Event Space Rental Guide

The 717 Credit Union Event Space at the Greater Akron Chamber features conference space for our Business Owner, Investor, and Chair's Circle members to use for meetings, trainings, and events during business hours, Monday through Friday from 8:00 AM – 5:00 PM. With movable tables and chairs, along with the latest technology, our space can be set to meet your needs. Depending on setup, the room can accommodate groups sizes of 10-85 attendees. Our fees include use of the room, use of tables and chairs, complimentary coffee, filtered water, and built-in AV. Additional assistance from your staff may be requested for large group set-ups.

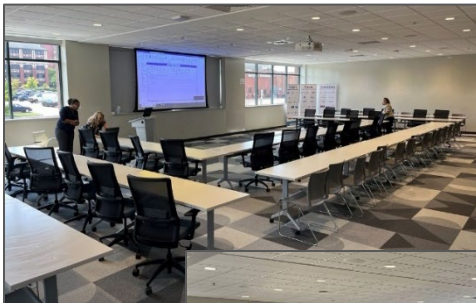
Furnishings and Features

- Flip-top tables on wheels (6'x2')
- Novo High-back chairs with arms on wheels
- Stationary chairs with no arms
- Whiteboard wall space
- Movable podium
- Kitchenette area featuring a large island, sink, dishwasher, beverage refrigerator, filtered water, ice maker, and coffee maker

Technology

- Access to guest Wi-Fi
- Built-in sound system with concealed speakers
- Ceiling-mounted projector & screen with wireless presentation technology
- Confidence monitor in kitchenette area for the presenter to view
- Two Meeting Owl Pro devices for hybrid meetings (360-degree camera)
- Wireless hand-held microphones with tabletop or floor stands and lavalier microphones

Setup Options



U-Shape or Square

Seats up to 50 with multiple configuration options



Seats up to 40

Small Groups



Classroom or Auditorium

Seats up to 50 with tables and up to 85 with stationary chairs only





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Rental Costs

Half-Day Rental: \$150
1-4 hours

Full-Day Rental: \$300
4-8 hours

Member Benefits

Investor Members may use the Event Space for 8 hours free per calendar year as part of their membership.

Chair's Circle Members may use the Event Space for 16 hours free per calendar year as part of their membership.

Event Space Request

To request use of the space, please complete the electronic Event Space Request linked below or on our website.

Once the form is completed, if use of the space is approved/available, you will be sent a calendar invite as confirmation of your reservation, the details provided, and to notify the person who does our billing.

Reservation Requirements

Reservations can be made up to 90 days in advance. If you'd like to reserve a date beyond that there is an additional fee.

Payment for use of the space is due no later than one business day prior to your event date

Food & Beverage

- Complimentary coffee/hot tea and use of our filtered water and ice machines is provided for guest use if requested.
- Guests must supply their own serving dishes, plates, utensils, paper products, etc. if serving outside food or beverages.



Event Space Questions?

Contact Elisha Murray
emurray@greaterakronchamber.org
234.303.2175

Submit an Event Space Request at
greaterakronchamber.org/gaceventspacerequest