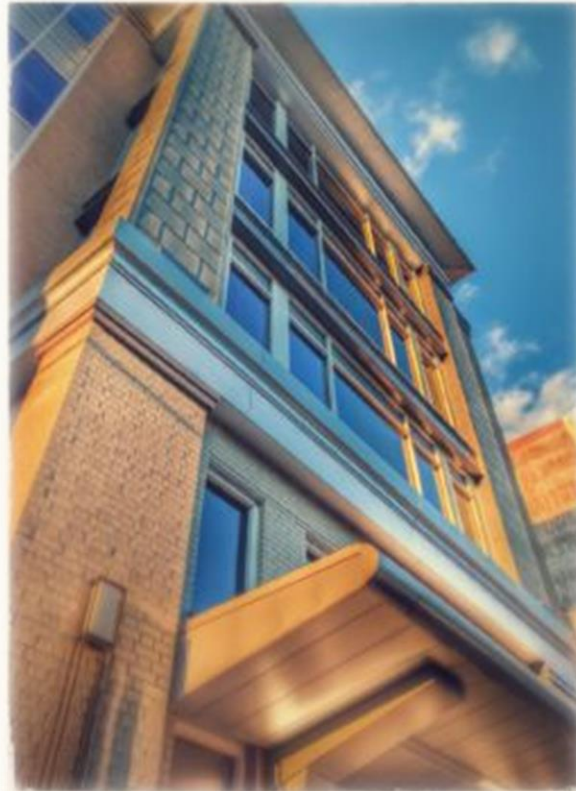




**Lancaster Chamber**



**2022**

**TRUIST BUSINESS CENTER  
Meeting Space Information**

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115 EAST KING STREET LANCASTER, PA 17602

Revised 1.3.22



# Lancaster Chamber

## WELCOME!

**THANK YOU for your interest in the Truist Business Center Meeting Space!** Our hope is to take care of the details for you so that your work session, business meeting, or business event can be focused and productive. If you enjoy your time with us, please tell a friend!

**SOFT SEATING AREAS:** Several flexible seating options including cushioned couches, high-top tables, and desks are scattered throughout the 2<sup>nd</sup> floor. At no charge to you, these areas provide a convenient option for a quick touchdown work session, alone or with a colleague. Take advantage of the free Wi-Fi, as well as ports to charge your laptop and phone (cords available upon request). Soft seating areas are available weekdays, 8:00 AM to 4:30 PM.

**RESERVED MEETING AREAS:** Reserved meeting areas are located on the 2<sup>nd</sup> and 4<sup>th</sup> floors of the building. Space is available, by reservation, on a first come, first-serve basis weekdays, 8:00 AM to 4:30 PM. Limited evening and weekend usage is also available for members of the Lancaster Chamber. See enclosed floor diagrams, set-up styles, guest capacities, room features, and pricing options. Please contact the Meeting Room Coordinator at 717.397.3531 with any questions, to reserve a room, or if you are interested in learning more about membership with the Lancaster Chamber.

**REFRESHMENTS/CATERING:** A preferred catering list will be provided upon request. Another option conveniently located on the 2<sup>nd</sup> floor is Avenue C by Canteen. Use your credit/debit card to purchase single servings of cold drinks, coffee, and various snack items. Numerous restaurants and coffee shops are also within walking distance of our building. For your convenience, feel free to use our water bottle filling station on the 2<sup>nd</sup> floor.

A catering kitchen equipped with a refrigerator, freezer, warming unit, and sink is available on the 2<sup>nd</sup> floor. Please provide your own dish cloths, towels, and food wrap. A 3-shelf cart on the ground floor is available to assist in taking your food and beverages from the ground floor to your meeting area.

If utilizing a caterer, please notify us who your caterer will be at least one day prior to your event. The day of the event we will welcome your caterer and direct them to the appropriate meeting room.

It is the responsibility of the caterer to do set-up and clean-up for your event. If the caterer is not able to do so, the responsibility falls upon the renter. The Lancaster Chamber is not responsible in any way for refreshments, paper products, serving utensils, set-up, or clean-up. Any catering agreement is strictly between the renter and the caterer they choose.

## ON-STREET PARKING

On-street parking is available in front of our building on both sides of East King Street. Enforcement times are Monday through Saturday from 8 AM to 6 PM. Pricing is subject to change without notice. Payment can be made in one of the following ways:

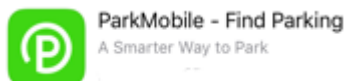
- KIOSK
  - CASH - Use coins (nickels, dimes, and quarters) or bills (\$1, \$5, \$10). The minimum time is ten minutes, and the maximum time is two hours. You must wait until the time expires to pay for additional time at the kiosk.
  - CREDIT/DEBIT CARDS - There is a two-hour, \$3 minimum charge due to associated processing fees. You must wait until the time expires to pay for additional time at the kiosk.
- APPS - There is a \$0.35 transaction fee. Parking Authority Zone Code is 6511.

PARK LANCASTER APP



or

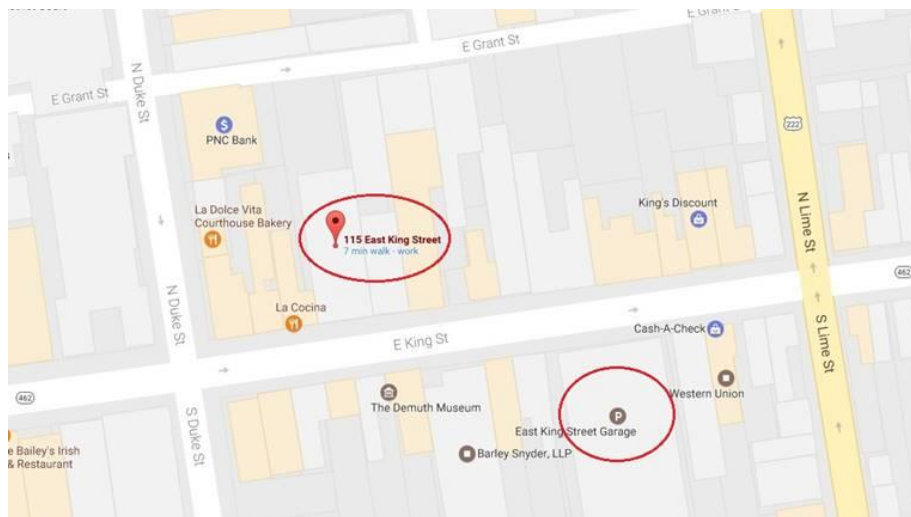
PARKMOBILE APP



- BY PHONE  
Call 877.727.5281. This method uses a credit card registered through the Parkmobile app.

## EAST KING STREET GARAGE

The East King Street Garage, with entrances on both East King and Mifflin Streets, is conveniently located just ½ block away at 150 East King Street (see below). The pay station is located in the lobby of the garage and payment can be made using bills as well as credit/debit cards. Details including hourly parking rates can be found at [www.lancasterparkingauthority.com](http://www.lancasterparkingauthority.com).



Please call the Lancaster Parking Authority at 717.299.0907 with any questions.



**SECOND FLOOR MEETING ROOMS**



**FOURTH FLOOR MEETING ROOM**

SET-UP STYLE	ROOM NAMES & GUEST CAPACITIES								
	2A	2B	2A & 2B	2C	2D	2E	2F	2E & 2F	4A
Board	-	-	-	-	-	-	-	-	20
Rectangle	16	8	24	-	-	32	28	44	-
Open-U	12	-	20	-	-	24	22	30	-
Classroom	18	-	26	-	-	40	24	64	-
Theater	25	-	35	-	-	72	49	126	-
Rounds	-	-	-	5	5	54	36	114	-
Maximum Allowed	33	18	49	6	6	118	49	198	40

"BOARD" – 18' table with high back chairs

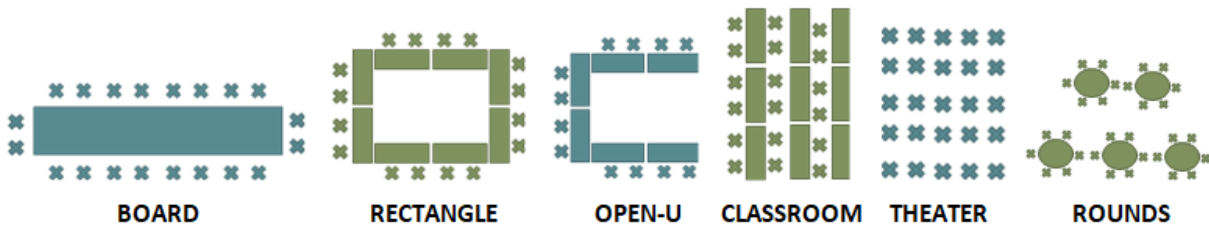
"RECTANGLE" – 65" tables shaped into a large rectangle with chairs on the outside only

"Open-U" – 65" tables shaped into a horseshoe with chairs on the outside only

"Classroom" – 65" tables set in rows with chairs on one side only

"Theater" – no tables, chairs set in rows

"Rounds" – 60" round tables suitable for up to 6 chairs at each



PRICING		WEEKDAYS between 8 AM & 4:30 PM		EVENINGS between 5 PM & 10 PM WEEKENDS between 9 AM & 9 PM	
		MEMBER <i>(20% off regular non-member pricing.)</i>	NON-MEMBER	MEMBERS ONLY	
ROOM	FLOOR	0 to 4 HRS / 4 to 8 ½ HRS	0 to 4 HRS / 4 to 8 ½ HRS	0 to 4 HRS	4 to 8 ½ HRS
2A	2	\$100.00 / \$200.00	\$125.00 / \$250.00	\$300.00	\$500.00
2B	2	\$92.00 / \$184.00	\$115.00 / \$230.00	\$275.00	\$460.00
2A & 2B	2	\$120.00 / \$240.00	\$150.00 / \$300.00	\$360.00	\$600.00
2C	2	\$80.00 / \$160.00	\$100.00 / \$200.00	\$240.00	\$400.00
2D	2	\$80.00 / \$160.00	\$100.00 / \$200.00	\$240.00	\$400.00
2E	2	\$140.00 / \$280.00	\$175.00 / \$350.00	\$420.00	\$700.00
2F	2	\$120.00 / \$240.00	\$150.00 / \$300.00	\$360.00	\$600.00
2E & 2F	2	\$160.00 / \$320.00	\$200.00 / \$400.00	\$480.00	\$800.00
4A	4	\$160.00 / \$320.00	\$200.00 / \$400.00	\$480.00	\$800.00
Pricing is subject to change without notice. Taxes may apply.		An additional fee of \$50 per hour, or any portion of an hour, will be charged weekdays if space is utilized before 8 AM or beyond 4:30 PM. Arrangements must be made in advance.		Evenings & weekend hours are available for Members only. If you are interested in learning more about membership in the Lancaster Chamber, please call us at 717.397.3531.	



## ROOM 2A

23 ft. x 18 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Projection screen controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference Phone *available upon request*
- ✓ Two writeable glass boards with markers
- ✓ Podium
- ✓ Lots of natural light
- ✓ Catering Kitchen access
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

### SET-UP STYLES & CAPACITY - maximum capacity = 33 (standing)



Rectangle up to 16



Open-U up to 12



Classroom up to 18



Theater up to 25

## ROOM 2B

18 ft. x 13 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Projection screen controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone *available upon request*
- ✓ Buffet counter available for catered meals
- ✓ Catering Kitchen access
- ✓ White board/markers *available upon request*
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

### SET-UP STYLES & CAPACITY – maximum capacity = 18 (standing)

Rectangle – 8



Rectangle - 8

## COMBINED ROOMS 2A & 2B

36 ft. x 18 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Two projection screens controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone *available upon request*
- ✓ Buffet counter available for catered meals
- ✓ Two writeable glass boards/markers
- ✓ Podium
- ✓ Lots of natural light
- ✓ Catering Kitchen access
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

**SET-UP STYLES & CAPACITY** – maximum capacity = 49 (standing)



Rectangle up to 24



Open-U up to 20



Classroom up to 26



Theater up to 35

## ROOM 2C

12 ft. x 10 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Portable projection screen, controlled with your HDMI compatible laptop *available upon request* (HDMI cord provided)
- ✓ Writeable wall/markers
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

**SET-UP STYLES & CAPACITY** – maximum capacity = 6

The room is set up with one 54' round table surrounded by 5 chairs.



Round up to 5

## ROOM 2D

12 ft. x 10 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Portable projection screen, controlled with your HDMI compatible laptop, *available upon request* (HDMI cord provided)
- ✓ Writeable wall/markers
- ✓ Lots of natural light
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

### SET-UP STYLES & CAPACITY -- maximum capacity = 6

The room is set up with one 54" round table surrounded by 5 chairs.



Round up to 5

## ROOM 2E

34 ft. x 32 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Projection screen controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone *available upon request*
- ✓ Catering Kitchen access with window/counter space for catered meals
- ✓ Podium with attached HDMI cord, outlet, light, and microphone
- ✓ Handheld microphone(s) *available upon request*
- ✓ Lots of natural light
- ✓ White board/markers *available upon request*
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

### SET-UP STYLES & CAPACITY – maximum capacity = 118 (standing)



Round tables up to 54



Rectangle up to 32



Open-U up to 24



Classroom up to 40



Theater up to 72



## ROOM 2F

34 ft. x 25 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Projection screen controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone *available upon request*
- ✓ Catering Kitchen access with window/counter space for catered meals
- ✓ Podium
- ✓ Handheld microphone(s) *available upon request*
- ✓ Lots of natural light
- ✓ White board/markers *available upon request*
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

**SET-UP STYLES & CAPACITY** – maximum capacity = 118 (standing)



Round tables up to 42



Rectangle up to 28



Open-U up to 22



Classroom up to 24



Theater up to 49

## COMBINED ROOM 2E & 2F

57 ft. x 34 ft.

### FEATURES

- ✓ Wireless internet
- ✓ 2 projection screens controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone *available upon request*
- ✓ Catering Kitchen access with 2 windows/counter space for catered meals
- ✓ Podium with attached HDMI cord, outlet, light, and microphone
- ✓ Handheld microphone(s) *available upon request*
- ✓ Lots of natural light
- ✓ White board/markers *available upon request*
- ✓ Easel *available upon request* (Renter provides flipcharts and markers.)

**SET-UP STYLES & CAPACITY** – maximum capacity = 198 (standing)



Round tables up to 114



Rectangle up to 44



Open-U up to 30



Classroom up to 64



Theater up to 126

## ROOM 4A – EXECUTIVE CONFERENCE

30 ft. x 18 ft.

### FEATURES

- ✓ Wireless internet
- ✓ Four 55" screens grouped to form one large projection screen controlled with your HDMI compatible laptop (HDMI cord provided)
- ✓ Conference phone
- ✓ In-table plugs for charging/laptop needs (HDMI cord provided)
- ✓ Large buffet counter for catered meals
- ✓ Lots of natural light offering a great view of downtown district
- ✓ Motorized blackout shades
- ✓ White board/markers available upon request
- ✓ Easel available upon request (Renter provides flipcharts and markers.)

### SET-UP STYLES & CAPACITY – maximum capacity = 40 (standing)

The room is set up in a typical boardroom fashion with one 18' table surrounded by 20 padded high-back chairs. There are 5 additional chairs along the perimeter of the room.



Board Room set for 20  
with 5 additional chairs along the wall

***For more information or to  
reserve your meeting space today,  
please contact our  
Meeting Room Coordinator  
at 717.397.3531 or email us at  
meetingrooms@lancasterchamber.com.***



# Lancaster Chamber

## **VISION:**

Lancaster County. A thriving community for all.

## **MISSION:**

Create the environment, facilitate partnerships, and lead on issues that elevate business success.

*To learn more about membership in the Lancaster Chamber, please call us at 717.397.3531.*

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[meetingrooms@lancasterchamber.com](mailto:meetingrooms@lancasterchamber.com).*



**Lancaster Chamber**