

Room Request

Date of Request

Company Billing Address Organization Status: Profit or Non Profit

Contact Name Contact Number

Training/Meeting Date Set up Time & Training Time # of people (including Instructor)

Training/Meeting Name Name of Provider

Training/Meeting Equipment

Special Requests/Amenities

Equipment available for in house use includes:

| Television Overhead Projector | VCR White Board | DVD player LCD Projector | Laptop Podium |
|----------------------------------|----------------------|-----------------------------|------------------|
| Room | Description | Holds | |
| Second Floor | 201 | Computer Lab | 18 |
| | 202 | ITV Conference | 20 |
| | 203 | Computer Lab | 14 |
| Third Floor | Executive Conference | Conference Room/Classroom | 30 |
| | 301 | Classroom | 25 |

Room Charges:

| | | | |
|--------------|-------------------------|----------------------------|---------------------------|
| Classrooms - | <u>½ Day</u> \$40.00 | <u>Full Day</u> \$60.00 | <u>Evening</u> \$25.00 |
|--------------|-------------------------|----------------------------|---------------------------|

Updated Room Charges as of July 1, 2020:

| | | | |
|--------------|-------------------------|----------------------------|---------------------------|
| Classrooms - | <u>½ Day</u> \$40.00 | <u>Full Day</u> \$80.00 | <u>Evening</u> \$25.00 |
|--------------|-------------------------|----------------------------|---------------------------|

Computer Labs - \$35.00 per hour, discount available with a two or more day rental
ITV Conference Classroom IP ONLY - \$120.00 per hour

Amenities

Water cooler located on the second floor.

Coffee service and soda are available at an additional charge. **See costs below:**

| | | | | |
|-----------------|----------------|-----------------|--------------|----------------|
| <u>½ Day</u> | | <u>Up to 10</u> | <u>11-19</u> | <u>Over 20</u> |
| | Coffee Service | \$10.00 | \$15.00 | \$20.00 |
| | Soda/Water | \$10.00 | \$15.00 | \$20.00 |
| <u>Full Day</u> | | <u>Up to 10</u> | <u>11-19</u> | <u>Over 20</u> |
| | Coffee | \$20.00 | \$30.00 | \$40.00 |
| | Soda/Water | \$20.00 | \$30.00 | \$40.00 |

***PLEASE NOTE THAT CREDIT CARDS ARE NOT ACCEPTED. THANK YOU.**

Special Requests

Flip charts, additional refreshments, morning and or afternoon snacks, lunches can be requested and will be billed at the rate incurred by the CEC.*

Administrative fee may be assessed for use of any of the rooms and services listed above

**\$10.00 weekdays*

** \$25.00 on weekends*