



Your Center. ***Your*** Future. ***Your*** Community.

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
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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*