

## 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

---



---



---



---



---

**By completing this request, we are holding a room for you to use. Please call us at 814-781-3437 if you have changes to your request or if you need to cancel. Remember if we are holding this room for you we CANNOT schedule it for anyone else.**

The CEC is following the DOH and CDC guidelines to help mitigate the COVID Spread. The building is being professionally cleaned and disinfected every night and several times a day we are disinfecting all high traffic touch points. We recently received a grant from the Stackpole Hall Foundation to add purification systems to our HVAC systems. This installation will happen in late in late October ☺

**MASKS MUST BE WORN WHEN ENTERING THE BUILDING AND WHILE YOU ARE IN THE COMMON AREAS. THE PARTICIPANTS WILL FOLLOW YOUR POLICIES IN THE CLASS/MEETING ROOM.**

Room	Description	Holds (Normally)	Holds (Social Distancing)
201	Computer Lab	18	9
202	Class/Meeting Room	20	10
301	Class/Meeting Room	20	10
Conference Room	Class/Meeting Room	25	9

Each room is equipped with White Board, Laptop or Computer, LCD Projector

Class/Meeting Room:

1/2 day: \$40.00

Full day: \$80.00

**Special Requests**

Flip charts, morning and or afternoon snacks, lunches can be requested and will be billed accordingly. Water Cooler located on the second floor.

Coffee Service and Soda are available at an additional charge.

½ Day Service	10 participants and below	11 – 19 participants	Over 20 participants
Coffee Service	\$10.00	\$15.00	\$20.00
Soda Service	\$10.00	\$15.00	\$20.00
Full Day Service	10 participants and below	11 – 19 participants	Over 20 participants
Coffee Service	\$20.00	\$30.00	\$40.00
Soda Service	\$20.00	\$30.00	\$40.00

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

*\*\$10.00 weekdays*

*\* \$25.00 on weekends*

*\* You may be charged if you do not cancel room at least 2 days prior to request*

**PLEASE NOTE: We DO NOT accept credit card payments. And be sure to send the parking map out to the participants.**