

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.

Class/Meeting Room:

1/2 day: \$40.00

Full day: \$80.00

Room	Description	Holds (Normally)	Holds (Social Distancing)
201: 2 nd Floor	Computer Lab	18	9
202: 2 nd Floor	Class/Meeting Room	20	10
301: 3 rd Floor	Class/Meeting Room	20	8
Conference Room: 3 rd Floor	Class/Meeting Room	25	9

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

Sneeze guards are available upon request/availability. (Purchased with a grant from Elk County Commissioners)

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.

Since the 2020 Pandemic the CEC received a grant from the Stackpole Hall Foundation and installed ventilation purification system throughout the building.☺ We also received a grant from the Elk County Commissioners and purchased three sided individual sneeze guards (23).