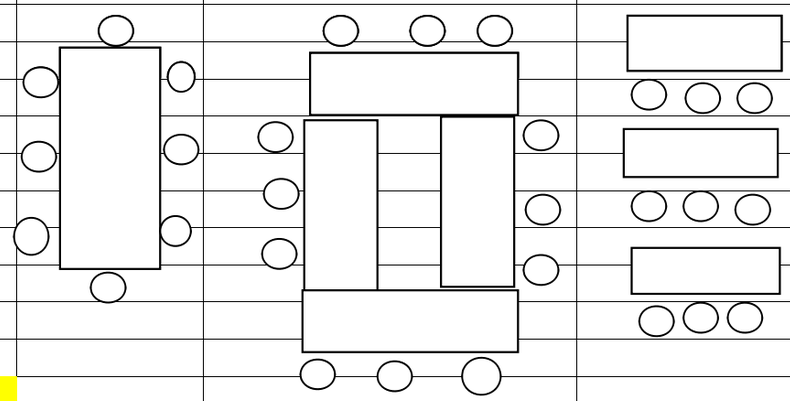Set Up	Conference	Hollow Square	Classroom	Room Dimen.	Sq. Ft.	Ceiling	Built In Equipment
Large Meeting Room	x	x	106	40' 10" x 54' 6"	2110	9'	2 projectors, 2 screens, podium,
$45/hr., $350/day							podium/hand held/wireless mikes, DVD player
							high speed internet & wireless access
Board Room		16	x	22' 3" x 20' 5"	464	9'	opens to Small Meeting Room for
$25/hr., $200/day							projector & screen
Small Meeting Room		x	27	22' 3" x 20' 4"	446	9'	projector & screen
$30/hr, $225/day							
							Available for all rooms:
							Portable Podium
							White Board 36" x 48"
							Easels
							Equipment Charges:
							Projector $30 half day, $55 full day (includes screen)
							Handheld mike $25
							Lavaliere mike $25
							DVD Player $25
Coffee $10 per pot (10 cups)							White Board $20
Rental & day rate is 8:30-5:00							Podium & mike included in room rental*
Before 8:30 or after 5:00 = additional $20/hr							Sound System included in room rental*
2 hour minimum on all rentals							High speed internet & wireless access included*
Fractions of hours = 1 hr charge							Portable podium n/c
Set up fee of $75 + 4 hr min rental for set up changes							(*available in large room only)
Clean up fee for outside F&B $25							
							(Revised 9/14/10)