

Room Rental Request Form

Our three training / conference rooms are available Monday through Friday from **8:00 AM until 5:00 PM**. Beyond 5:00, there will be **extra charges** incurred. ***To check availability, please fill in the following information and fax to (616) 698-6624, ATTN: Amy. You will be contacted with approval for rental.***

PLEASE PRINT

Date of rental: _____ Time: _____ am/pm -- _____ am/pm # of participants: _____

Company: _____ Approval Name: _____

Phone: _____ Fax: _____ Email: _____

Contact name day of rental: _____ In detail, purpose of rental: _____

This person will need to check in to see Janine or Amy for room use guidelines and setup.

Renter agrees to these terms and will be held responsible for those in attendance who do not follow the guidelines. Extra charges may be incurred if the functioning of TEA is adversely affected by attendees' behavior.

PLEASE SPECIFY YOUR ROOM SET-UP

- | | 1 ROOM | DOUBLE ROOM |
|--------------|---|---|
| Classroom | <input type="checkbox"/> (max. 12 people) | <input type="checkbox"/> (max. 42 people) |
| Theater | <input type="checkbox"/> (max. 50 people) | <input type="checkbox"/> (max. 80 people) |
| U-Shaped | <input type="checkbox"/> (max. 16 people) | <input type="checkbox"/> (max. 24 people) |
| Square Table | <input type="checkbox"/> (max. 24 people) | <input type="checkbox"/> (max. 48 people) |

Cancellations with less than 3 business days notice to TEA will result in a charge of 50% of the original fee.

Initials of Requestor: _____

Conference Room (max. 12 people)
Conference calls / telephone access are not available at this time.

OTHER NEEDS

- Coffee (\$10.00 for a double pot/24 cups)
- Extra Tables for Catering (**All renters are responsible for their own catering needs – but ask and we could recommend someone good**)

Other needs (please specify) _____

PLEASE SPECIFY YOUR ROOM REQUEST

	HALF DAY	FULL DAY
1 Room	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100
Double Room	<input type="checkbox"/> \$150	<input type="checkbox"/> \$175
Conference Room	<input type="checkbox"/> \$75	<input type="checkbox"/> \$100

RENTAL COST INCLUDES:

- Room Set-up/Break-down
- Flip Charts/Markers
- Dry Erase Boards
- TV/VCR
- Training Break room with Telephone for Local Calls
- Speaker Podium

PLEASE SPECIFY YOUR A/V NEEDS

- | | |
|---|----------|
| <input type="checkbox"/> Projector without Laptop | \$75.00 |
| <input type="checkbox"/> Projector with Laptop | \$125.00 |
| <input type="checkbox"/> Overhead | \$20.00 |

Conference calls are not available at this time.

Amy Suchecki – TEA Approval _____

Date _____