

## ***Board Room***

### Capacity

20

### Cost

\$35.00 per hour

*(\$30.00 per hour for Preferred Commercial Customers or \$25.00 per hour for Tax-Exempt Organizations)*

Hourly rate is based on a “first person on site to a last person off site”  
time frame, including set-up and clean-up time.

### Kitchen Facilities

There are no kitchen facilities available for the Board Room. Food may be brought in, but clean up is the responsibility of the renter.

### Furniture

The Board Room rental includes the following pre-set furniture:

- 1 U-Shaped table
- Seating for 20
- 1 Pull Down Screen (installed on the wall)

### Extras

The following extra items are also available to rent:

- 1 Overhead Projector- \$15.00 flat fee
- 2 Flip Charts- Without Pad- \$5.00 flat fee -OR- With Pad- \$25.00 flat fee
- Other AV Equipment may be available at an additional charge.

### Internet & Phone Access

The Board Room is equipped with internet access for one or two computers (each computer requires a network CAT5 cable). Wireless internet for more than two computers MAY be available upon request. It is also equipped with one analog telephone with speakerphone capability.