

Southeastern Colorado Water Conservancy District Large Board Room Rental Form

Availability

Available on a first-come first-serve basis, (with the exception of SECWCD business taking precedence) Monday – Friday 7:30 a.m. to 4:30 p.m. Meeting may be scheduled after 4:30 p.m. based on a case by case basis with a two week advance planning period. Contact either Leann Noga (719) 948-0023 or Toni Gonzales (719) 948-2400 to schedule your use of the facility and notify them of the equipment you will need for your meeting.

Capacity

The large board room can seat 20 people at the board room table and up to 50 additional people with audience-type setting. The board room has one retractable wall to enlarge seating.

Cost

No equipment

There is no charge for the use for the **Large Board Room** only if no equipment is being used.

Equipment

The **Large Board Room** will be charged in four hour increments for the use of any equipment. The cost of rental for the first four hours is \$25.00. Second four hours is an additional \$25.00. If your meeting unexpectedly goes beyond the first four hours you are required to pay an additional \$25.00. If there is an event scheduled directly following your meeting you must stay within your scheduled time frame. ***A set-up fee of \$25.00 will be charged for use of any equipment.***

	Cost	<input checked="" type="checkbox"/> Check Service
First Four Hours	\$25.00	
Second Four Hours	\$25.00	
One Eight Hour Day (7:30 a.m. – 4:30 p.m.)	\$50.00	
Rate Per Hour Before or After Business Hours	\$25.00	
Staff Set-Up Fee	\$25.00	
Audio or Video recording	\$10.00 Per 4 hrs.	
Any Long Distance Phone Service	Billed Upon Usage	
Unlimited Regular & Decalf Coffee (per Meeting)	\$15.00	
Black and White Copies	\$.10 per side	
Color Copies	\$.70 per side	

Equipment

- **Board Room - Public-address and audio presentation podium**, (table-top microphones for seated participants, optional wireless microphone for presenters)
- **Audio and VHS recording** (furnish own tapes)

- **Video projector for DVD and VHS**
- **Retractable ceiling-mounted screen**
- **Built in connections for laptop computer for PowerPoint presentations or viewing any items from your laptop** (ex: Website, documents, etc.)
- **Data ports** for access to the Internet or laptop computer)
- **Remote-controlled and adjustable lighting**
- **Telephone conferencing** (call for details)
- **Overhead projector**
- **Dry-erase board**
- audio and video equipment is operable via **remote control from a tabletop terminal**

District staff is available to setup the board room equipment, and will conduct the appropriate pre-event tests to assure that all video and audio connections are made with clarity. The operation of the equipment during the meeting must be conducted by a computer literate person; staff will be available for questions. The **Large Board Room** must be cleaned and left in the condition it was found or subject to \$100.00 clean up fee.

Please bring any paper copies of documents that you will need for your meeting. It is not the practice of the District to supply a copy machine, paper or toner. If a small amount of copies need to be made charges will be invoiced after the meeting date at the above listed prices.

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Equipment	<input checked="" type="checkbox"/> Check if Needed
Telephone Conferencing	
Podium with microphone	
Wireless Microphone	
CD player	
VHS (viewing)	
DVD (viewing)	
Overhead projector	
Overhead Screen	
Cassette Recording (\$10.00 Per 4 hrs.)	
Video Recording (\$10.00 Per 4 hrs.)	
Tabletop Microphones	
Docking Station for Laptop	
Internet Access	
Remote Control	
Dry Erase Board	

Common Area

Use of the kitchen is also available. Although we do not provide catering service, you can feel free to arrange your own breakfast, lunch, or dinner for your meeting. Kitchen contains a refrigerator, sink and microwave. We ask that all areas be cleaned and left in the condition it was found or subject to a \$100.00 clean up fee.

By signing below, you understand the above outline of the **Large Board Room** at Southeastern Colorado Water Conservancy District. If any equipment is missing or damaged it is the responsibility of the below organization and or signature.

Date requested: _____ Booking Date: _____

Requestor: _____ Booking Time: _____ - _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Estimated # of Participants: _____

Fax: _____