

**Southeastern Colorado Water Conservancy District
Small Conference 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 **small conference room** can seat 14 around the conference table and 14 additional seating around the room.

Cost

No Equipment

There is no charge for the use for the **Small Conference Room** only if no equipment is being used.

Equipment

The **Small Conference 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	
Any Long Distance Phone Service	Billed Upon Usage	
Unlimited Regular & Decaf Coffee (per Meeting)	\$15.00	
Black and White Copies	\$.10 per side	
Color Copies	\$.70 per side	

Equipment	<input checked="" type="checkbox"/> Check if Needed
Dry Erase Board	
Projection Screen	
Projector	
Computer Data Port	
Phone Line (Internet)	

District staff is available to setup the **Small Conference 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 **Small Conference 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.

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 **Small Conference 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 of requested: _____ Booking Date: _____

Requestor: _____ Booking Time: _____ - _____

Organization Name: _____

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

Phone Number: _____ Estimated # of Participants: _____

Fax: _____