

## Room Request

Date of Request

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Company/Organization

Billing Address

Profit or Non Profit

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Contact Name

Contact Number

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Training/Meeting Date

Set up Time and Training Time

# of people (including Instructor)

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Training/Meeting Name

Name of Provider

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Training/Meeting Equipment

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Special Requests/Amenities

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**By completing this request, we are holding a room for you to use. Please call us at 814-781-3437 if you have changes to your request or if you need to cancel. Remember if we are holding this room for you we CANNOT schedule it for anyone else.**

**Class/Meeting Room:**

1/2 day: \$50.00\*

Full day: \$100.00\*

Room	Description	Holds (Normally)	Holds (Social Distancing)
<b>201:</b> 2 <sup>nd</sup> Floor	Computer Lab	18	9
<b>202:</b> 2 <sup>nd</sup> Floor	Class/Meeting Room	20	10
<b>301:</b> 3 <sup>rd</sup> Floor	Class/Meeting Room	20	8
<b>Conference Room:</b> 3 <sup>rd</sup> Floor	Class/Meeting Room	25	9

Each room is equipped with White Board, Laptop or Computer, LCD Projector

Sneeze guards are available upon request/availability. (Purchased with a grant from Elk County Commissioners)

**Special Requests**

Flip charts, morning and or afternoon snacks, lunches can be requested and will be billed accordingly. Water Cooler located on the second floor.

**Coffee Service and Soda are available at an additional charge.**

½ Day Service	10 participants and below	11 – 19 participants	Over 20 participants
Coffee/Water /Soda Service	\$15.00	\$20.00	\$25.00
Full Day Service	10 participants and below	11 – 19 participants	Over 20 participants
Coffee/Water /Soda Service	\$25.00	\$35.00	\$45.00

*Administrative fee may be assessed for use of any of the rooms and services listed above*

\* \$10.00 outside normal business hours

\* \$25.00 on weekends

\* You may be charged if you do not cancel room at least 2 days prior to request

**PLEASE NOTE:**

**We DO NOT accept credit card payments. And be sure to send the parking map out to the participants.**

Since the 2020 Pandemic the CEC received a grant from the Stackpole Hall Foundation and installed ventilation purification system throughout the building.☺ We also received a grant from the Elk County Commissioners and purchased three sided individual sneeze guards (23).