

Southeastern Colorado Water Conservancy District 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. on a case by case basis with a two week advance planning period. Contact either Toni Gonzales or Patty Rivas at (719) 948-2400 to schedule your use of the facility and advise what equipment you will need for your meeting.

Capacity

The SECWCD has two meeting rooms a conference room and a board room.

The conference room can seat up to 12 people around the table and up to 10 additional people around the exterior of the room.

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

Both rooms are equipped with a Windows based Dell computer, Microsoft 2010 Professional Office Suite, internet access, and Sharp flat screen interactive displays.

Cost

No equipment

There is no charge for the use of either room if no equipment is used, meaning that the room is only used for meeting space.

Equipment

The equipment for either room will be charged in four hour increments for the use of any equipment, unless it is a SECWCD sponsored or organized event or meeting. 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 SECWCD staff time to prepare for your meeting when using equipment.***

	Cost
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 Recording	\$10.00 Per 4 hrs.
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 Available

- Audio recording (MP3 format, please supply your own storage device)
- Visual presentation of most Microsoft programs, DVD's and CD's
- Visual presentations are viewed on large flat screen monitors
- Remote-controlled and adjustable lighting
- Telephone conferencing, Conference Room only (no more than 25 people)
- Sharp Interactive board (smart board)
- Public-address and audio presentation podium (board room only)
- Audio and video equipment is operable by guests, but training may be required to ensure the value of the equipment

UNDER NO CIRCUMSTANCES IS IT PERMISSABLE TO CHANGE ANY OF THE EQUIPMENT SETTINGS.

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. Both of the rooms 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 listed prices.

Common Area

Use of the kitchen is also available. Although we do not provide catering service, you can 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.

Please check all equipment that you will need in your meeting. If your meeting needs unexpected equipment, an additional equipment fee will be assessed by invoicing after your meeting.

Equipment	Required	
Telephone Conferencing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Podium with microphone	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CD (audio)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DVD (audio & viewing)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Presentations (PowerPoint, etc.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
MP3 Audio Recording	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Internet Access	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sharp Interactive Board	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PARKING

Be advised, the back parking lot, carport area is for SECWCD Staff only. Please inform your meeting participants. Your cooperation in this matter is greatly appreciated.

By signing below, you understand the above outline of the room rental at Southeastern Colorado Water Conservancy District. If any equipment is missing or damaged it is the responsibility of the below organization and or signature. If SECW CD staff time and or equipment is used and is unplanned, fees can be assessed after the meeting or event has taken place. Please read and return all pages of this document to SECWCD.

Date of Request: _____

Meeting Date: _____

Estimated # of Participants: _____

Meeting Time: _____ - _____

Title of Meeting: _____

Requestor's Name: _____

Organization Name: _____

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

Phone Number: _____

Fax: _____

Email: _____