



Conference Room Reservation

Equipment: Copier, printer, scanner, fax, phone, laptops with email and Internet connection and spreadsheet and word processing software, and audio and video conferencing are available for short-term use.

Conference Room: Use the various conference room amenities and services to meet your business and organizational needs and to help you increase your productivity. Our conference rooms seats eight+ attendees. Call us at 945-5158 or email info@rfbrc.org to make a reservation.

Monday – Friday 8:00am-7:00pm
Saturday-Sunday By Special Request

Rates \$20 per hour or \$100 per day

Catering As requested

Audio Conferencing Included
Video Conferencing Included
Projection Screen Included
Fax Included
Scanner Included

Single copies No charge
Multiple copies \$.05 per page

Date(s) Requested: _____

Time(s) Requested: _____

Organization: _____

Signed: _____ Date: _____

Revised: 22APR10