



## Conference Room Reservation

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

**Conference Room:** Use the conference room and its various 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, email [info@rfbrc.org](mailto:info@rfbrc.org), or fax this form to 945-5147 to make a reservation.

### Hours

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

**Projection Screen**                      Included

**Online Fax**                                      Included

**Scanner**                                      Included

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

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

From: \_\_\_\_\_  
(Person and Organization)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\* Discounted Rates:** Short-term conference room rental is offered at no cost, and rentals for longer meetings (more than two hours) receive a 25% discount, for Clients, Advisors, Mentors or Sponsors of the Center.

Revised: JAN2011