



## Room Reservation Request Form

**Program Title** *Please be as descriptive as possible*

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**Organization** \_\_\_\_\_ **Anticipated number of guests** \_\_\_\_\_

**Program Date(s)** \_\_\_\_\_ **Program Time(s)** \_\_\_\_\_

**Additional Date and Times** *If the requested dates are not available*

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**Catering Details** \_\_\_\_\_

**Additional Information** \_\_\_\_\_

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**Contact Name for reservation and/or invoicing** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Have you used our facility in the past? Yes: \_\_\_ No: \_\_\_ Who recommended MREC?** \_\_\_\_\_

**Setup:** The auditorium is setup with nine 8ft tables along the sides and back of the room accommodating 72 people while seating for an additional 48 people is available lecture-style in the center of the room (120 total).

- Please do not rearrange tables. If you find you will need to do so please return to original setting.
- **An additional fee of \$100 will be charged if the room is not returned to the original setting.**

**IT/AV: Teleconference, Polycom, & Wi-Fi:** Dedicated computers, overhead projectors, and screens provided.

- Presenters bringing laptops will need Ethernet cables (minimum 6') to connect directly to the internet.
- Presenters must set the display setup to mirror (MAC) or duplicate screen (PC) to be able to project.
- Guest wireless internet access is available throughout the campus.
- IT support is available at \$25 per fifteen-minute increment.

**Food:** MREC does not make food arrangements but can provide recommendations for outside catering.

- If you arrange for lunch delivery, please dispose of trash in appropriate waste containers and inform our staff so pick up of waste can be arranged. There is no extra charge for this service.
- There are no vending machines on site but we can provide snack and beverage service for \$4.50 per person that include a variety of individually wrapped snacks, bottled water, soft drinks, and coffee.

**Staffing Fees:** A \$25/half hour staffing fees is charged outside of normal hours Monday through Friday 8:00AM - 5:00PM.

**Next Step:** Once this request is received you will be contacted with further details regarding your reservation.

**Questions:** Please call 407-814-6167.

Room		Capacity	Hourly Price	(3 hour min)
Auditorium		120	\$75.00	\$255.00
185	Conference Room	30	\$50.00	\$150.00
183 (Polycom)	Conference Room	12	\$25.00	\$75.00
183A	Conference Room	12	\$25.00	\$75.00
183 & 183A	Conference Room	30	\$50.00	\$150.00
B-103	Classroom	10	\$25.00	\$75.00
B-108	Lab	25	\$50.00	\$150.00
B-109	Lab	25	\$50.00	\$150.00
B-111 (Polycom)	Classroom	49	\$50.00	\$150.00