

Guidelines for Use of Conference Facilities at CCPA – Effective Date: January 1, 2008

Reservations are required for use of CCPA meeting space, and the following policies apply. **Please bear in mind that all reservations are accepted with the condition that, should an urgent situation arise in which CCPA requires the meeting room, you may be requested to make other meeting room arrangements.** We will make every effort to avoid scheduling conflicts and will give you as much notice as possible if the situation occurs.

Reserving the Space

- Reservations should be made at least **3** weeks in advance. CCPA sponsored events will be given priority if there are multiple requests for a specific day and time.
- Space is available for a full day or a half day. A half day is defined as 9:00 am until 12:30 pm or 12:30 pm until 4:00 pm. A full day is any time that crosses these times, or 9:00 am until 4:00 pm.
- Meetings outside of normal business hours (9:00 am – 4:00 pm) will have a **\$45 per hour surcharge added**. If a meeting is scheduled to begin at 9:00 am, presenters/on-site contacts are permitted to arrive at 8:30 am in order to set up the meeting without an additional charge. Those who wish to arrive earlier than 8:30 am will need to make specific arrangements and will be subject to this surcharge.
- Payment is due no later than 30 days after the event. CCPA reserves the right to cancel future room reservations until late payments (over 30 days) are paid in full.
- You may cancel your meeting up to one week prior to the event, free of charge. If you cancel less than 7 days from your scheduled meeting date, you will be charged a \$50 cancellation fee along with the cost of any items that have already been purchased for the event. Groups that do not show and have not informed CCPA will be charged the full space rental cost.
- If the CCPA Office is closed due to poor weather conditions on the day of your event, you will not be charged; however, if you choose to cancel your event due to poor weather conditions and the CCPA Office remains open, you *will* be charged. Please note that CCPA sometimes operates on delayed openings due to poor weather conditions. A message will be posted on the **main telephone system (860) 257-7909 after 7:00 am**, which will note any closing or delayed opening information.
- CCPA requires each organization to provide a Certificate of Insurance holding CCPA harmless for any personal injury that may occur during or as a result of the use of the property. This certificate must be provided with the reservation form.

Day of the Meeting

Prior to your event, please inform attendees of these Guidelines for Use.

- Your group is responsible for the following: providing photocopies and meeting related materials and disposing of meal and meeting related materials. **Your group is expected to leave the conference room in the condition in which you found it.** All serving trays, carafes, etc. that we provide for your meeting are to remain at CCPA.
- Recycling Issues: **Soda Cans**- a recycling bin is available for empty cans. Please do not toss cans in regular trash. Leave opened cans that contain soda on the beverage counter. **Handouts/Office Paper**- recycling bin is available for office paper.
- Copy services are provided the day of the event for a **fee of 15 cents per copy** for any amount over 10 copies. Please be advised that copy services are dependent on the availability of CCPA staff.
- Please keep the meeting room doors closed during your meeting.
- Please park only in designated areas. The emergency lanes must be clear. Police patrol the area and give tickets.
- The CCPA building is a smoke-free environment.
- Please discourage meeting attendees from receiving incoming calls at the CCPA office number.

Please use the attached Reservation Form and call (860)257-7909 to check room availability.

CCPA

Meeting Room Reservation Form

Effective Date: January 1, 2008

Making Arrangements for the Meeting

To reserve meeting space, please call (860)-257-7909 to confirm if the date is available. Then, please complete the form below so that we may properly prepare for your event and fax to (860) 257-7777.

Organization Requesting Meeting Space			Event Date	
Organization Name			Event Start and End Times	
Address			Post Meeting Name As:	
Phone	Fax		Email	
Contact Person			Title	
On-site Contact Person			Title	
Room Setup Style:				Estimated Attendance
Theater Style <input type="checkbox"/> (Row of chairs only)	Classroom Style <input type="checkbox"/> (Rows of tables and chairs)	Hollow Square <input type="checkbox"/> (Open square of tables with chairs)	Table Clusters/ "Rounds" <input type="checkbox"/> (Two tables pushed together with 4-6 chairs per cluster)	

Audiovisual Requirements (as available)

- | | | |
|---|--|---|
| <input type="checkbox"/> Overhead Projector \$25 | <input type="checkbox"/> 35mm Projector \$35 | <input type="checkbox"/> Microphone/speaker \$55 |
| <input type="checkbox"/> TV/VCR/DVD \$45 | <input type="checkbox"/> Flipchart/Markers \$20 | <input type="checkbox"/> LCD projector \$65 |

Refreshment Selections (All selections are per person prices)

- | | |
|---|--|
| <input type="checkbox"/> Coffee/Tea/Decaf only \$2.50 | <input type="checkbox"/> Pizza & Salad Lunch (Cost plus 25% surcharge)
<i>(assorted drinks and cookies)</i> |
| <input type="checkbox"/> Continental Breakfast \$4.25
<i>(bagels, pastry, fruit and coffee/tea/decaf)</i> | <input type="checkbox"/> Deli Lunch \$8.75
<i>(assorted sandwiches, 2 side salads, potato chips, assorted drinks and cookies)</i> |
| <input type="checkbox"/> PM snack \$4.25 | |
| <input type="checkbox"/> Bottled Water \$1.00 ea. _____ | |

CONFERENCE ROOM CAPACITY AND USE FEES

Room Size	Half Room <i>(max. capacity 24)</i>		Midsize Room <i>(max. capacity 35)</i>		Full Room <i>(max. capacity 50)</i>		
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	
CCPA Organizational Members	\$45	\$65	\$55	\$90	\$65	\$105	Room _____
State Agencies/ Nonprofit organizations	\$85	\$125	\$95	\$135	\$105	\$145	A/V _____
For profit organizations	\$160	\$260	\$175	\$275	\$190	\$290	Food _____
							Total _____

Payment Terms: Payment is due no later than 30 days after the event. CCPA reserves the right to cancel future room reservations until late payments (over 30 days) are paid in full. You may cancel your meeting up to one week prior to the event, free of charge. ***If you cancel less than 7 days from your scheduled meeting date, you will be charged a \$50 cancellation fee along with the cost of any items that have already been purchased for the event.***

CCPA requires that each organization provide to CCPA a Certificate of Insurance holding CCPA harmless for any personal injury which may occur during or as a result of the use of the property. This certificate must be provided with the reservation form.

Signed _____ Date _____ (Space Requester) Title _____

Name _____ Organization _____

CCPA HAS THE RIGHT TO DETERMINE USE OF SPACE

CCPA