



CONFERENCE & MEETING ROOMS SERVICES & EQUIPMENT

Additional services and equipment available:

Coffee/Tea Service	\$10 per pot (8-10 cups per pot)
Coffeemaker (50-cup)	\$15 (must supply own coffee, cups, etc.)
Blackboard	\$5
Whiteboard	\$10
Electronic Whiteboard	\$75 (includes markers and paper for printing)
Easels	\$5
Easel & Pad	\$20
Projection Screen	\$10
Overhead projector	\$25
Slide projector with remote	\$35
VCR & Monitor	\$25
Podium (without microphone)	\$10
Podium (with microphone)	\$25
Audio equipment	\$50
Sculpture base	\$10

Note: If food is to be served, there will be an additional 50% food surcharge on total room rental fee as a cleaning charge.

Rates subject to change without notice.