



HBA Conference Room Rental

Updated 8/11/16

The HBA conference room is available to rent to HBA Members. To qualify for the Member rental rate the room rental must be for Member company business. If the use of the room is for non-Member company use (i.e., Toastmasters Club), then the room rental is considered to be for non-Members and will be charged accordingly. The conference room(s) may be rented in 1-hour increments. You must include set up and clean up times when reserving space. All rooms are booked on a first-come, first-served basis.

ROOM CONFIGURATION

Conference Room A: 11 tables, 22 chairs (Small Square) **Conference Room B:** 12 tables, 25 chairs (Small Square)

Conference Room A & B: Entire conference room. 23 tables, 47 chairs (Large Square). Max occupancy is 96 people.

Both conference rooms A and B have a pull-down screen. See pages 2-3 for layout of the rooms.

RENTAL RATES

Members

Conference Room A or B: \$25 per hour

Conference Room A & B: \$50 per hour

Non-Members

Conference Room A or B: \$50 per hour

Conference Room A & B: \$100 per hour

Room set-up is the responsibility of the renting company. Please schedule enough time for you to set up the room prior to your event and clean up the room after your meeting concludes. Tables and chairs must be returned to the set-up in which they were found. Failure to reset the room will result in a \$50 fee.

RENTAL AGREEMENT

Today's Date: _____

Purpose of meeting: _____ Rental Date: _____

Time Needed (include set up & clean up time): _____ AM or PM (circle one)

Conference room needed (check one): A _____ B _____ A & B _____

Number of people expected to attend? _____ (max occupancy is 96 people)

Note: If additional tables and/or chairs are needed, rental of these items are your responsibility. See the reverse side for the number of tables and chairs available.

BILLING INFORMATION

Name: _____ Phone Number: _____

Company Name: _____

Email: _____

Payment method: Check Check Amount \$ _____ Bill my company (HBA Members only)
 Credit Card (Visa/Mastercard/Discover/American Express)

Card Number: _____ Expiration Date: _____ Security Code: _____

Signature: _____

Billing Address: _____

City/State/ZIP: _____

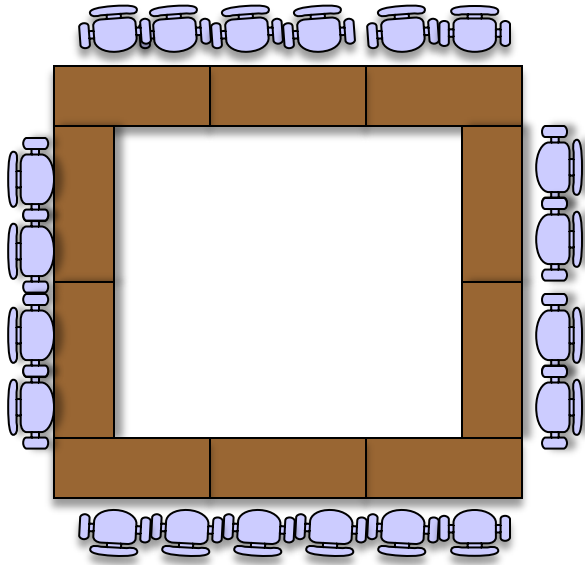




Projector Screen

Conference Room A

Small Square(s) Format



Kitchen

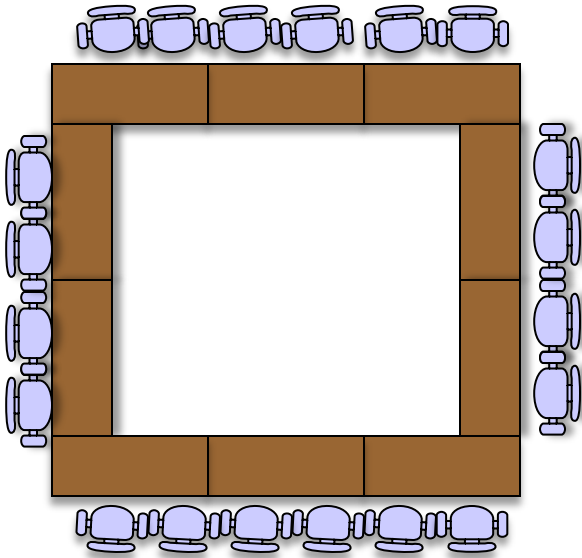
Available:

- 23 tables—fit 2 chairs each
- 47 chairs
- Counter space in kitchen
- Each conference room has a pull-down projector screen
- 8 Additional folding tables
- 25 folding chairs

Maximum occupancy is 96 people total

folding wall

Conference Room B



Projector Screen



HOUSING & BUILDING ASSOCIATION OF COLORADO SPRINGS

Map is not to scale

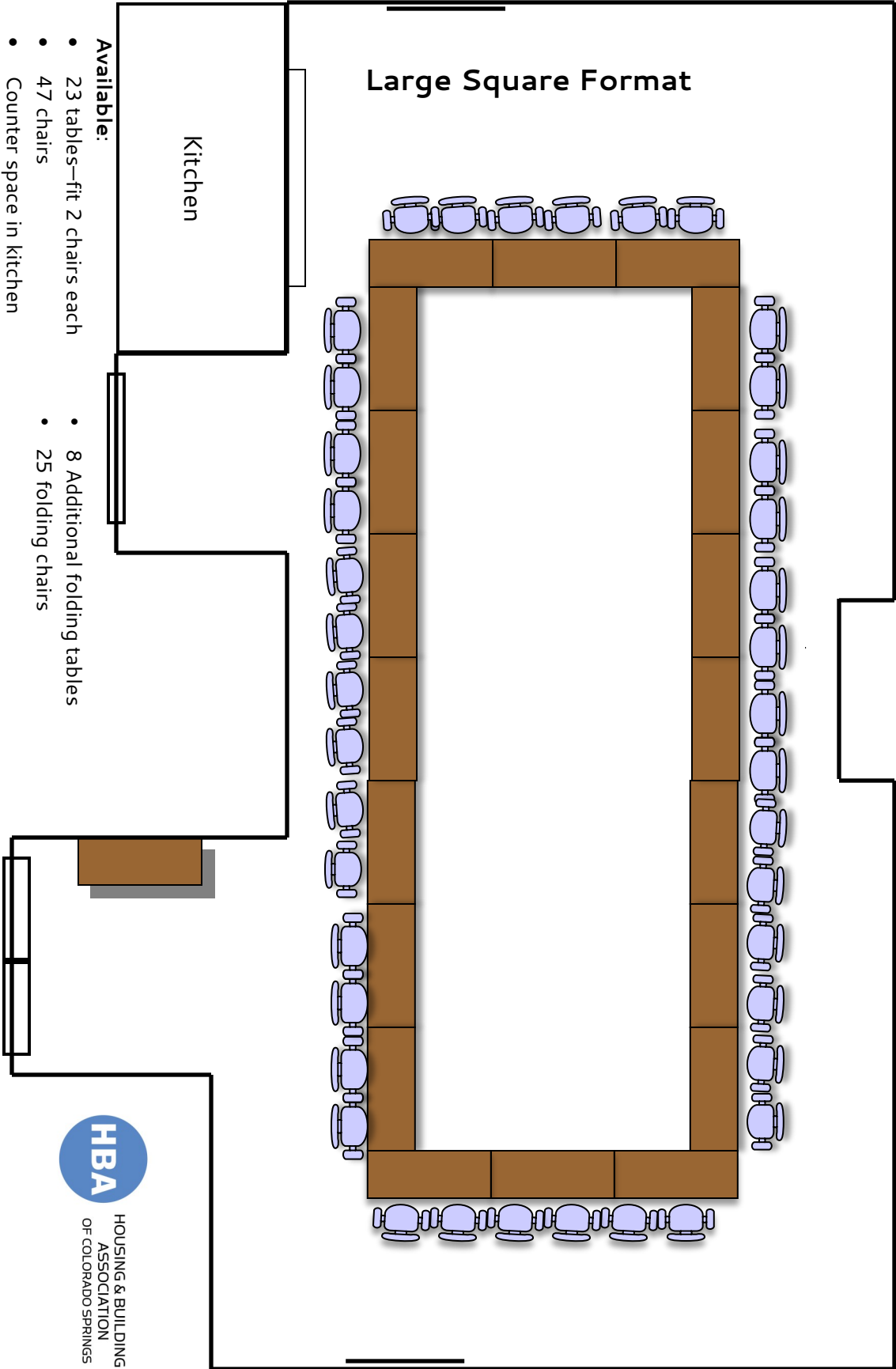




Projector Screen

Large Square Format

- Available:**
- 23 tables—fit 2 chairs each
 - 47 chairs
 - Counter space in kitchen
 - Each conference room has a pull-down projector screen
 - 8 Additional folding tables
 - 25 folding chairs
- Maximum occupancy is 96 people total**



Projector Screen



Map is not to scale

