



## Room Rental Reservation (Subject to Availability and Staff Approval)

Check one:

Loebsack & Brownlee, PLLC Education Center (Seating up to 60)

Full Day, 8:30am - 5:00pm (\$500) Member rate: \$325

Half Day, 8:30am - 12:30pm or 1:00pm-5:00pm (\$250) Member rate: \$175

Two Full Days, consecutive \*discounted rate (\$525) - Members only

*After-hours rental (after 5pm) subject to additional fee of \$150 /day*

Elite Property Services Maintenance Training Center (Seating up to 60)

Full Day, 8:30am - 5:00pm (\$500) Member rate: \$350

Half Day, 8:30am - 12:30pm or 1:00pm-5:00pm (\$250) Member rate: \$200

Two Full Days, consecutive \*discounted rate (\$550) - Members only

*Pricing includes a charge of \$50 for cleaning.*

Colored Dreams Painting Board Room (Seating up to 12)

Full Day, 8:30am - 5:00pm (\$300) Member rate: \$150

Half Day, 8:30am - 12:30pm or 1:00pm-5:00pm (\$150) Member rate: \$75

Two Full Days, consecutive \*discounted rate (\$200) - Members only

*Any damages incurred will be charged according to repair estimate.*

Dates needed:

Arrival/Departure times

Contact:

Company Name:

Company Billing Address

Phone:

Email:

### Room Set Up Instructions

Number of people expected

**Education Center:**

Classroom style

U - shape

Other:

**Maintenance Training Center:**

Classroom style

U - shape

Other:

**Board Room:**

Tables

No tables

Other:

**Features (check all that apply):**

Tent cards (erasable)

Projector

Screen

Audio

Conference call

Whiteboard w/ markers

Easel

Podium

Coffee

Soft drinks (extra charge)

Other:

Other:

**Special Instructions:**

**Contact Signature:**

Date:

**PTAA Staff initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Entered:** \_\_\_\_\_