



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 \$75/day

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.

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:** _____