LEARNING AND DEVELOPMENT CENTER (LDC)
ROOM REQUEST FORM
(Internal Customers)

Please Print or Type Information

Today's Date: _____

Date of Event: _____ **Time (Start-End):**_____

Number of Attendees: _____ **Number of Classrooms Needed** _____

Number of Computers Needed _____

Event Title: _____

Requested by:_____

Dept. / Div.: _____

Telephone: _____

Email: _____

Brief Description of Event:

_____

_____

COH REQUESTORS MUST COMPLETE:

Department #: _____ G/L #: _____

Cost Center/Internal Order #: _____ Fund#: _____

INSTRUCTOR/FACILITATOR EQUIPMENT NEEDS (Check all that apply)

☐ COMPUTER
☐ EASEL
☐ PROJECTOR
☐ MICROPHONE Type ☐ Lapel How many: ____ ☐ Hand Held How many: ___
☐ SOFTWARE (Specify Version) _____

All downloads or programs must be verified with our HITS Dept. 48 hrs. before the event.

☐ OTHER Please have all your Copies or Books made for Events(s) and Seminar(s)

SPECIAL SET-UP REQUIREMENTS (Check all that apply)

☐ Registration/Sign-in No. of Tables _____ No. of Chairs: _____
☐ OTHER _____

Completed forms should be scanned and/or emailed to ldcrooms@houstontx.gov.

RESERVATION WILL NOT BE CONFIRMED UNTIL COMPLETED FORM IS RECEIVED

Revised 06/10/14 (NAP)

Learning and Development Center (LDC) Room Rental Agreement

(Internal Customers)

Please read the agreement carefully

The LDC provides Classrooms, Furnishings, and Equipment. A Liaison will coordinate room, equipment and any special services as denoted on the Schedule Request Form. **Food of any kind is not allowed in any of the classrooms or auditorium**. A break out room can be assigned for food services at an additional charge.

The LDC does not provide consumables such as: pens, pencils, paper, copies, printing services, or flipcharts. Requestor should arrive at the LDC prepared for their event. The LDC does not arrange catering services.

The requestor will schedule the room in advance (14 day minimum). **All cancellations require a minimum 5-day notice; non-cancelled events will be billed cost of room**. The requestor will arrive at least 30 minutes in advance to make any re-arrangements of furnishings to suit their unique needs then return room to the original set – up and condition.

The requestor will ensure that attendees do not take breaks in the Lobby/Receptionist area. Events that extend past scheduled time will incur additional fees ($15.00 per half-hour).

The requestor will use equipment responsibly and accept responsibility for all damages incurred during use of room. **Open flame catering is prohibited unless approved by both the Chief Executive Learning Officer and E.B. Cape Facility Manager.**

PC Labs: Any additional software needed for the event will be installed and uninstalled by the requester or his/her designee. PC Training Manager must ok installation of any software!

ROOM RATES (WEEK DAYS)

Internal Customers (IC)

Classrooms	Auditorium	PC Lab	Atrium
IC $150.00	IC $200.00	IC $150.00	IC $100.00

ROOM RATES (WEEK ENDS)

Internal Customers (IC)

Classrooms	Auditorium	PC Lab	Atrium
IC $ 150.00	IC $200.00	IC $200.00	IC $100.00

ALL LAST MINUTE CHANGES MAY INCUR ADDITIONAL CHARGES

Note: Failure to comply will result in an assessment of additional fees.

Time overage $15.00 Make ready/clean - up $50.00

I/We have read and agree to the rules for the use of the LDC. I/WE agree to have the LDC assess charges to me as a form of recourse for violating the terms of this agreement.

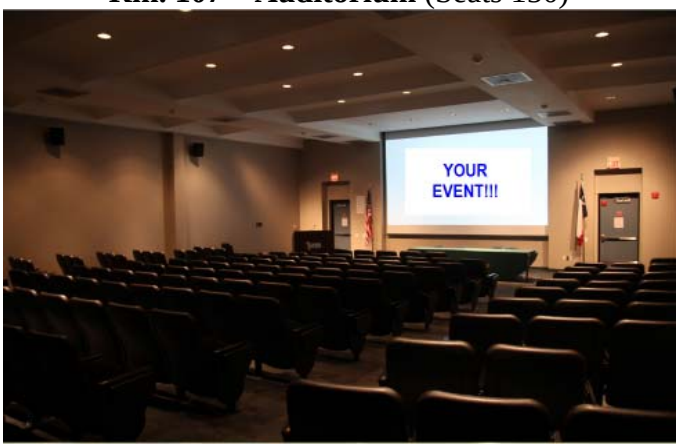
Signed: _____ Date: _____

Reservation are not confirmed until approved by the LDC Business Operations Team

Revised 06/10/14 (NAP)

ROOMS VIEW

Rm. 107 – Auditorium (Seats 150)



Rm. 111/112 (Seats 30)

Rm. 120 (Seats 30)

Rm. 131 (Seats 40)

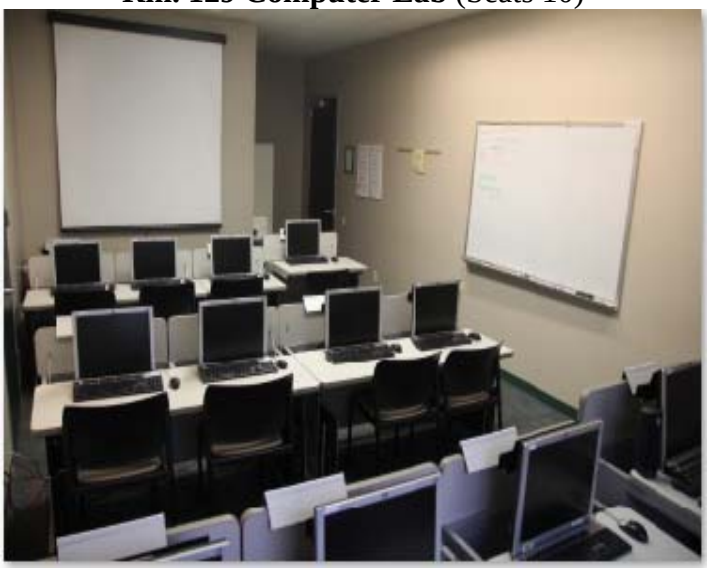
Rm. 222 (Seats 30)

Rm. 232 (Seats 14)

ROOM VIEW – CONT'D

Rm. 234 (Seats 40) *Mobile Laptops Compatible*

Rm. 129 Computer Lab (Seats 10)



Rm. 215 Computer Lab (Seats 14)

Rm. 216 Computer Lab (Seats 12)

Rm. 135 Small Conference Room (Seats 12)

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