

**LEARNING AND DEVELOPMENT CENTER (LDC)  
ROOM REQUEST FORM  
(External 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:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Brief Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_ PAYMENT DUE 5 DAYS BEFORE SCHEDULED EVENT \_\_\_\_\_

**Completed forms should be scanned and/or emailed to [ldcrooms@houstontx.gov](mailto:ldcrooms@houstontx.gov).**

**RESERVATION WILL NOT BE CONFIRMED UNTIL COMPLETED FORM IS RECEIVED**

# Learning and Development Center (LDC) Room Rental Agreement

**(External 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.

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

## ROOM RATES (WEEK DAYS)

External Customers (EC)

<u>Classrooms</u>	<u>Auditorium</u>	<u>PC Lab</u>	<u>Atrium</u>
EC \$500.00	EC \$600.00	EC \$600.00	EC \$400.00

## ROOM RATES (WEEK ENDS)

External Customers (EC)

<u>Classrooms</u>	<u>Auditorium</u>	<u>PC Lab</u>	<u>Atrium</u>
EC \$700.00	EC \$900.00	EC \$750.00	EC \$500.00

## 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: \_\_\_\_\_



Reservations are not confirmed until approved by the LDC!

Revised 08/01/14 (NAP)

## ROOMS VIEW

**Rm. 107 – Auditorium (Seats 150)**



**Rm. 111/112 (Seats 35)**



**Rm. 120 (Seats 35)**



**Rm. 131 (Seats 35)**



**Rm. 222 (Seats 35)**



**Rm. 232 (Seats 12)**



**ROOM VIEW – CONT'D**

**Rm. 234 (Seats 45) *Mobile Laptops Compatible***



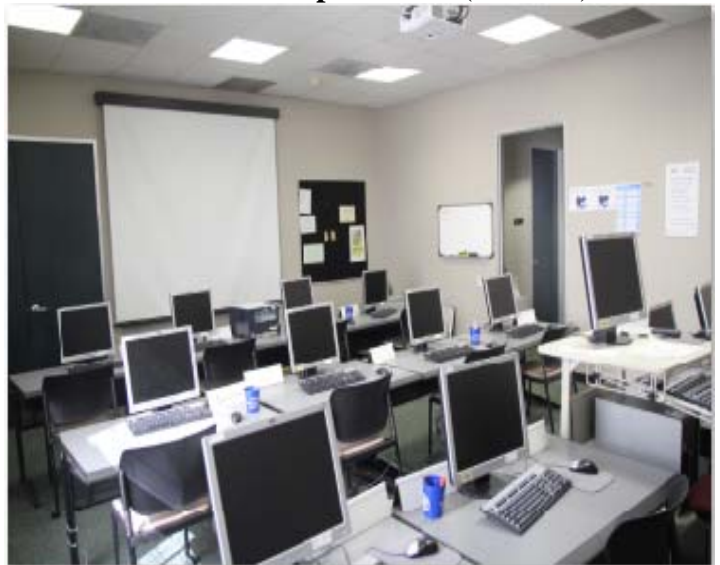
**Rm. 129 Computer Lab (Seats 10)**



**Rm. 215 Computer Lab (Seats 14)**



**Rm. 216 Computer Lab (Seats 12)**



**Rm. 135 Small Conference Room (Seats 12)**



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