Knowledge Center Meeting Spaces Request Form

The Augustus C. Long Library’s Knowledge Center (KC) meeting space consists of three rooms:

1. **Conference Room 101**
   a. Seating capacity: 20
   b. Default setup: boardroom style*
   c. Technology: presenter hook-up, 1 monitor, whiteboard
   d. Food & drink: light fare allowed (sandwiches, snacks, beverages)

2. **Learning Lab 104**
   a. Seating capacity: 24
   b. Default setup: classroom style*
   c. Technology: presenter hook-up, 4 monitors with wired and wireless screen-sharing options, smart whiteboard, video- and tele-conferencing, video- and audio-recording
   d. Food & drink: light fare allowed (sandwiches, snacks, beverages)

3. **Conference Room 103A**
   a. Seating capacity: 25-35
   b. Default setup: boardroom style*
   c. Technology: presenter hook-up, 1 monitor, smart whiteboard, teleconferencing
   d. Food & drink: food & drink allowed, including catered events

* Room layouts can be changed, but it is up to the Requestor to arrange for furniture moves or removal.

**NOTE:** ROOMS MUST BE LEFT IN THEIR ORIGINAL CONDITION OR ADDITIONAL FEES WILL APPLY.

**Meeting Information**

Date: ____________________________ Day of week: ____________________________
Start time: ____________________________ End time: ____________________________
Department: ____________________________
Host name: ____________________________
Purpose/description: ____________________________

**Requestor Information**

First name: ____________________________ Last name: ____________________________
Phone: ____________________________ Email: ____________________________

**Individual Responsible for On-Site Arrangements**

First name: ____________________________ Last name: ____________________________
Cell phone: ____________________________ Email: ____________________________

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Billing Information

Room rate: $50 per hour
Cancellation: $50, if cancelled less than 5 business days prior to event
Invoicing: $15 for invoicing other than ARC Chartstring

CU Departmental Billing (ARC Chartstring)

Department: _________________________  PC Business Unit: _________________________
Project: _________________________  Activity: _________________________
Initiative: _________________________  Segment: _________________________

Outside Billing

Organization: _________________________
Address: _________________________

Room Selection

☐ Conference Room 101 (max 20 people)
☐ Learning Lab 104 (max 24 people)
☐ Conference Room 103A (max 35 people seated, 45 without furniture)

Equipment Requested (check all that apply)

☐ Computer and projector (no charge)
☐ Polycom audio conferencing ($50)
☐ Amplified podium (no charge)
☐ Mobile whiteboard (no charge)

Services Requested (check all that apply)

☐ AV support for pre-event set-up ($25)
☐ AV support during event ($25/hour)
☐ Audio- or video-recording (Learning Lab 104 only) ($50/hour + $50/hour if additional editing is required)
☐ Connection or equipment testing before event (no charge)

If requested, what AV services do you need (check all that apply)

☐ Uploading presentations
☐ Connecting laptop to projection equipment
☐ Audio/web set-up
☐ Wireless presentation remote control/laser set-up
☐ Other (Please specify, additional charges may apply): _________________________

Additional notes:

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