# LEARNING AND DEVELOPMENT CENTER (LDC) ROOM REQUEST FORM

(Internal Customers)

Please Print or Type Information



Today's Date:	7 The Center for Evolution of		
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:			
<b>Brief Description of Event:</b>			
COH REQUESTORS MUST COMPLETE:			
	<u>G/L #:</u>		
	Ο/L π		
Cost Center/Internal Order #:	Fund#:		
INSTRUCTOR/FACILITATOR EQUIPMENT NEEDS (Check all that apply)			
COMPUTER EASEL	PROJECTOR		
	v many: Hand Held How many:		
SOFTWARE (Specify Version)			
All downloads or programs must be ve	rified with our HITS Dent 48 hrs before the event		
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			
OTHER			
Completed forms should be scanned	d and/or emailed to <mark>ldcrooms@houstontx.gov</mark> .		

RESERVATION WILL NOT BE CONFIRMED UNTIL COMPLETED FORM IS RECEIVED

## 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 <u>Schedule Request Form</u>. 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 requester or his/her designee. PC Training Manager must ok installation of any software!

# ROOM RATES (WEEK DAYS)

Internal Customers (IC)

Classrooms IC \$150.00	Auditorium IC \$200.00	IC \$150.00	<u>Atrium</u> IC \$100.00	
ROOM RATES (WEEK ENDS) Internal Customers (IC)				
Classrooms IC \$150.00	IC \$200.00	PC Lab IC \$200.00	<u>Atrium</u> IC \$100.00	
ALL LAST MINUTE CHANGES MAY INCUR ADDITIONAL CHARGES				
Note: Failure to cor Time overa	1.2	sessment of additional fees. Make ready/clean - up	<mark>\$50.00</mark>	
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:	Reservations are n	Date:	he LDC!	

vations are not confirmed until approved by the LDC!

## **ROOMS VIEW**



**Rm. 120** (Seats 35)





**Rm. 131** (Seats 35)



**Rm. 222** (Seats 35)



**Rm. 232** (Seats 12)



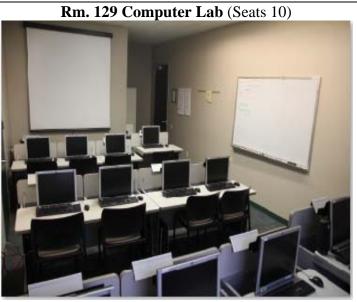


## **ROOM VIEW – CONT'D**



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





Rm. 216 Computer Lab (Seats 12)

