

# GREAT PLAINS

Technology Center

## CONTRACT FOR USE OF MEETING ROOMS

GROUP REQUESTING ROOM \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

TITLE OF PROGRAM/SEMINAR \_\_\_\_\_

DATE THIS FORM WAS COMPLETED \_\_\_\_\_

DATES ROOMS REQUESTED \_\_\_\_\_

TIME REQUESTED \_\_\_\_\_

### MEETING ROOMS AVAILABLE

8:00 AM TO 10:00 PM MONDAY THROUGH FRIDAY

8:00 AM TO 3:00 PM SATURDAY \*\* **Special arrangement can be made for Saturday after 3:00 PM at a rate of \$30 per hour plus setup fee.**

### SPECIAL NOTE:

MEETING ROOMS NOT AVAILABLE

BEFORE 8:00 AM ANY DAY

AFTER 3:00 PM SATURDAY

ANY TIME SUNDAYS

### SCHOOL CLOSED:

JULY 3 - 5, 2010; SEPTEMBER 4 – SEPTEMBER 6, 2010; OCTOBER 21 - 24, 2010;

NOVEMBER 24 - 28, 2010; DECEMBER 18, 2010 THRU JANUARY 2, 2011;

JANUARY 15 – 17, 2011; MARCH 12 - 20, 2011; MAY 13 – 15, MAY 20 – 22 & MAY 28 – 30, 2011.

NUMBER OF GUESTS EXPECTED \_\_\_\_\_

### TYPE OF ROOM REQUESTED

\_\_\_\_\_ WORLEY SEMINAR CENTER: 301, 301A & 301B (UP TO 450 PEOPLE)

\_\_\_\_\_ 301 (UP TO 150 PEOPLE)

\_\_\_\_\_ 301A (UP TO 60 PEOPLE)

\_\_\_\_\_ 301B (UP TO 60 PEOPLE)

\_\_\_\_\_ AUDITORIUM: BUILDING 100 (UP TO 130 PEOPLE)

\_\_\_\_\_ CENTENNIAL CONFERENCE CENTER-701 (UP TO 90 PEOPLE)

\_\_\_\_\_ GLOVER CONFERENCE CENTER: 655 & 656 (UP TO 60 PEOPLE)

\_\_\_\_\_ ROOM 655: (UP TO 30 PEOPLE)

\_\_\_\_\_ ROOM 656: (UP TO 30 PEOPLE)

\_\_\_\_\_ PRAIRIE ROOM: (UP TO 30 PEOPLE)

\_\_\_\_\_ ROOM 614/615: (UP TO 20 PEOPLE)

\_\_\_\_\_ ROOM 623B: (UP TO 8 PEOPLE)

\_\_\_\_\_ WICHITA ROOM: (UP TO 24 PEOPLE)

TYPE OF ROOM SET-UP REQUESTED

- TABLES AND CHAIRS, IN ROWS, CLASSROOM STYLE
- TABLES AND CHAIRS, IN A "U" SHAPE, MEETING STYLE
- ROUND TABLES (UP TO 192)
- CHAIRS ONLY, IN ROWS, THEATER STYLE
- OTHER

AUDIO/VISUAL REQUEST--WE HAVE A LIMITED AMOUNT OF EQUIPMENT AVAILABLE. PROVIDE YOUR OWN OPERATOR.

- OVERHEAD PROJECTOR & SCREEN
- PODIUM
- WHITE BOARD
- MICROPHONE
- 1/2" VHS/DVD VIDEO PLAYER & MONITOR
- PROJECTOR FOR COMPUTER PRESENTATION & SCREEN
- SLIDE PROJECTOR & SCREEN

FOOD REQUEST NEEDED: YES\_\_\_ NO\_\_\_

**I understand that Great Plains Technology Center is a public educational institution and I certify that our event is educational in nature and that no fees will be charged for attendance at this function. I also certify that this event will not be used to market or sell services or products for my organization. I understand that if I need to cancel my room reservations, I will do so in writing at least 48 hours prior to the scheduled date. Great Plains Technology Center is a Tobacco Free Campus, Tobacco use is not permitted on school grounds. It is a State Law that alcohol is NOT permitted on school grounds.**

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

RETURN TO: MARIANNE FOSTER  
 GREAT PLAINS TECHNOLOGY CENTER  
 4500 W LEE BLVD.  
 LAWTON, OK 73505  
 PHONE: (580)250-5550 FAX: (580)250-5566

\*\*\*\*\*FOR OFFICIAL USE ONLY\*\*\*\*\*

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_ ROOM ASSIGNED \_\_\_\_\_ SET-UP CHARGES \_\_\_\_\_