

Facility Rental Information

Computer Training Lab

- 10 Windows XP workstations, instructor's projection PC, and interactive white board.
- All workstations are connected to a Windows 2003 server and the internet.

Classroom

- Capacity of up to 25 depending on set-up style. Available styles: auditorium, classroom, conference. Classroom style sheet available upon request.
- Speakerphone free for local calls; advance deposit required for long distance.
- Laptops available to create additional training/lab space.

Meeting Room

- Accommodates up to eight.
- May be used to serve refreshments.

Equipment

The following equipment and supplies are included with your space rental:

- LCD Projector
- Internet Connections
- Interactive White Board – usage requires training that must be arranged in advance.
Member or nonmember consulting fees apply.
- Lectern
- White Boards
- Flip Charts
- Markers

Availability

9:00 a.m. – 5:00 p.m., Monday through Friday

(Other hours, including evenings and weekends, are available at additional cost.)

- Set-up time available upon request.
- Full day rates apply for usage from 9:00 a.m. – 5:00 p.m.
- Half day rate: 9:00 a.m. – 1:00 p.m. **or** 1:00 p.m. – 5:00 p.m.



Use of the facility is limited to room(s) rented plus break-room/kitchen and reception area. We can recommend caterers.

In order to hold your date, a nonrefundable deposit of \$75 (or 10 service credits) is required 30 days in advance. **Full payment for rental is due two business days before the reservation date.**

Member Prices

(Members may choose to pay in cash or credits, at the rates indicated below.)

	Full Day (Fee/Credits)	Half Day (Fee/Credits)
• Computer Training Lab	\$275/37	\$225/30
• Classroom	\$125/17	\$75/10
• Both Lab and Classroom	\$375/50	\$275/33
• Meeting Room	\$50/7	\$25/4
• Additional Laptops	\$25/4	\$25/4

Nonmember Prices

(Service credits are unavailable to nonmembers)

	Full Day (Fee)	Half Day (Fee)
• Computer Training Lab	\$550	\$325
• Classroom	\$250	\$150
• Both Lab and Classroom	\$750	\$600
• Meeting Room	\$60	\$30
• Additional Laptops	\$30	\$30

For More Information:

Call 312.372.4872

Email facilities@lumity.org