



How to reserve:

Complete this form and email it to **Jennifer Colatruglio** at jcolatruglio@ndcc.org. Payment is due one week before your event. Availability is not guaranteed until confirmed by NDCC staff. You must be an active NDCC member to rent the conference room.

RENTER INFORMATION

Organization / company name

Primary contact name

Title / role

Email address

Phone number

EVENT DETAILS

Event name / description

Expected attendance

Event date requested

Reserved start time (incl. setup)

Reserved end time (incl. cleanup)

Room rental option

Half day (1 - 4 hrs) \$600

Full day (5 - 8 hrs) \$1,200

Reminder: Your reservation window must include all setup and cleanup time. Do not arrive before your start time or stay past your end time.

ROOM SETUP

Preferred room configuration (e.g., classroom, theater, rounds, U-shape, reception)

We'll do our best to have the room pre-set to your requested layout. Final setup and cleanup remain the renter's responsibility.

Will you use the AV screens?

Will you bring an HDMI cable?

COST ACKNOWLEDGMENT AND SIGNATURE

By signing below, I confirm I have read and agree to the NDCC Conference Room Rental Policy. I understand that:

- My rental fee is \$600 (half day) or \$1,200 (full day) as selected above. Payment is due one week before my event.
- NDCC reserves the right to cancel reservations with outstanding balances.
- My reservation window includes all setup, food delivery, and cleanup time. I will not arrive before or stay past my reserved times.
- I am responsible for all room setup, cleanup, and returning the room to its original condition.
- I am financially responsible for any damage that occurs during my rental period.
- Cancellations are eligible for a full refund with 48 hour notice.

Signature

Date

Printed name

Title

Return to: jcolatruglio@ndcc.org

For staff use only

Date received: _____

Payment confirmed: _____

Reservation confirmed: _____

Initials: _____