

Facility Usage

ESC Region XIII may contract with public and private schools, educational professional organizations, institutions of higher education, and other groups, private or public, whose request for the facility is of an appropriate nature and consistent with the mission of ESC Region XIII. The following room fee rates apply for external entities requesting to use service center facilities during normal business hours:

Conference or meeting room daily usage rates:

<u>Meeting Rooms</u> M-F 8-5 (includes audio visual, coffee service, water and room set-up)		<u>Computer/Mobile Labs</u>		<u>Two-way Video Conferencing</u> Available on request for an additional fee
1-15	\$250	1-25	\$750	
16-100	\$550			
101-200	\$750			
201-400	\$1100			

Guidelines for room utilization:

- Reservations cannot be made more than 6 months in advance of the event.
- Any equipment, other than a DVD/VCR/combo, wireless, LCD computer and video display, document camera, microphone, flip chart stand and markers are the responsibility of the person or organization doing the training. RESC staff will set-up and check the equipment that the RESC will provide. Any equipment brought into the center is the responsibility of the contractee.
- The RESC XIII will be responsible for the room furniture set-up and cleaning.
- The RESC will provide coffee service for the event. Any other food or beverages will be the responsibility of the contractee.
- All requests for meeting space will be handled through the Region XIII Event Planner. Contact may be made at 512.919.5313.
- Alcoholic beverages may **not** be served in the facility or on the grounds.
- The executive director or designee must approve any variation from these rates.
- Use of glitter, confetti or lighted candles is prohibited.

Adopted: 2-3-03

Amended: 9-1-03; 2-2-04; 4-6-04; 5-24-05; 9-20-07, 11-27-07; 9-1-08; 1-4-2010

Reviewed: