ROOM OPTIONS & CHARGES 2018 – 2019 Rates

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| Room Rental Only | SeatingCapacity*(at tables)* | Commercial | Governmental & University | Other Non-Profit and MCPS |
| Classroom A | 30 | $275 | $190 | $105 |
| Classroom B | 42 | $275 | $190 | $105 |
| Classroom C | 42 | $275 | $190 | $105 |
| Classroom D | 30 | $275 | $190 | $105 |
| Conference Room E | 8 | $80 | $55 | $30 |
|  |  |  |  |  |
| A/B or C/D Combo | 72 | $550 | $385 | $210 |
| B/C Combo | 84 | $550 | $350 | $210 |
| A/B/C or B/C/D Combo | 114 | $825 | $575 | $315 |
| A/B/C/D/E Combo | 154 | $1100 | $770 | $420 |
|  |  |  |  |  |

Listed rates are for full day use. Evening or half-day rates are 50% of amounts listed.

Access to catering kitchen/service area, Internet Café, and lobby/registration area is included. Use of the Promethean Boards, LCD projectors and screens is also included, with advance notice.

**Bulk Reservations:**  A 10% discount is available for multi-day reservations of ten or more dates.

**Clean Up**: It is expected that all users will leave the rooms clean, orderly, and set up in their standard configuration.

**Damages**: Conference Center users will be expected to pay for any damages incurred by their negligence.

**Supplies**:  Flip-chart stands and markers available in all rooms. Event planners are responsible for bringing their own flip-chart pads. If needed they may be purchased from MCEA.

* A multi-purpose meeting and professional development facility
* For workshops and trainings from 10 to 150
* Multiple room sizes and configurations
* Wireless internet access and A/V equipment
* Use of catering kitchen and lobby/registration area included

**Communications:**  Wireless access and network connections are available in each room for presentations or live internet interactive workshops.  The Board Room is also equipped for teleconferencing.  The *Internet Café* internet-access PCs, laptop stations, and free wireless access.

**Audiovisual Equipment:** Promethean Boards are installed in three classrooms and the Board Room. LCD projectors, Monitors, DVD players and VCRs are also available*.* Use of AV equipment must be scheduled in advance.

The MCEA Center is available for use by school groups, MCPS departments and divisions, colleges and universities, non-profit organizations, local schools, PTAs, labor unions and professional organizations, political action committees, and other commercial and non-commercial users.