

## Mary Black Foundation Conference Center Application

Organization/Business \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Representative \_\_\_\_\_ Address \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_ Preferred Room \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Date Requested \_\_\_\_\_ Time (from) \_\_\_\_\_ (to) \_\_\_\_\_  
(include set up & clean up time)

All meetings must be held during Foundation business hours and must end 15 minutes before Foundation closing.

Will you need access to a room prior to opening of Foundation?    Yes        No

Is meeting open to public? \_\_\_\_ Will food/drink be served? \_\_\_\_ Charges for tuition or materials? \_\_\_\_

Provide copies of literature or press releases to be distributed.

*I, the undersigned, being eighteen years of age or older, have read the Conference Center and Plaza Policies and agree to comply therewith. I agree to be responsible to the Mary Black Foundation for the use and care of Foundation property and facilities. I understand my responsibilities as the undersigned include, but are not limited to:*

- *Paying for any damages to Foundation property and equipment occurring during or in connection with the meeting.*
- *Enforcing meeting room regulations and keeping order.*
- *Setting up room before the meeting.*
- *Cleaning up the room at the conclusion of the meeting.*
- *Returning key and informing a Foundation staff member that the meeting has ended.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Request taken by \_\_\_\_\_ Date \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

### Room Capacities

#### Assembly Room

45 (with conference tables)

75 (stadium seating)

#### Meeting Room (depending on set-up)

**1**    30

**1A** 15

**1B** 15

**2**    14

**2A** 7

**2B** 7