

Mary Black Foundation Conference Center Application

Applicants may inquire about room availability by telephone, but a completed application must be received by the Foundation's Receptionist, Cece Brown, to reserve space in the Conference Center.

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