



CONFERENCE ROOM RENTAL APP

Company Name: _____

Address: _____

Contact Name: _____

Title: _____

Email: _____ **Cell:** () _____

The PEF Membership Benefits Program (PEF MBP) has two (2) conference rooms available for rent. Please select the conference room that you would like to rent and provide all required information pertaining to your rental/meeting needs. Meeting rental is available Monday-Friday, 8 a.m.-5 p.m. Weekend rentals are available by negotiation and are subject to higher rates. Both rooms are equipped with AI powered cameras and AV to support Teams & Zoom Access. You are allowed to bring in outside food and beverages, but PEF MBP staff is not responsible for coordination.

SELECT YOUR MEETING ROOM SPACE

MBP CONFERENCE ROOM
\$175 FOR UP TO 3 HOURS, \$25 FOR EACH ADDITIONAL HOUR

- ✔ Accommodates up to 36 attendees.
- ✔ Room can be set-up classroom style, theater style, horseshoe/U-shaped, rectangular/square, or in small groups.
- ✔ One large 98-inch flat screen monitor with two smaller 55-inch screens.

TRUSTEE CONFERENCE ROOM
\$125 FOR UP TO 3 HOURS, \$25 FOR EACH ADDITIONAL HOUR

- ✔ Accommodates up to 10 attendees around a boardroom table.
- ✔ Interactive whiteboard that also supports Teams & Zoom platforms.

Date	Start/End Time	Set-Up Time	Clean-Up Time	Room Set-Up	Purpose of Event*

*Indicate business meeting, training, seminar, or other.

- Renter is responsible for setup, break down, and clean up.
- Limited audio visual support day of event only.
- There is no access to a kitchen.
- Completed application should be sent via email at least 30 days prior to the scheduled event.
- Payment for the room must be made in advance by check or credit card. Room cancellations are subject to a 25% administrative fee.
- PEF MBP reserves the right to decline any meeting requests that do not align with its mission and vision (pefmbp.com/who-we-are/mbp-mission).

 **EMAIL YOUR APPLICATION TO:** Melinda.Hoffman@pef.org

QUESTIONS? CALL (518) 785-1900 EXT. 387