



## **Guidelines For Use Of NCLS Facilities**

### **Bookings**

- Activities may be scheduled to begin no earlier than 8:00 a.m., and end no later than 5:00 p.m.
- Rooms may be booked up to one year in advance.

### **Rooms**

#### **Training Lab:**

- There are 22 computer stations, plus one handicap-accessible computer station and one podium with laptop for the instructor.
- A projector system is available for the instructor's use along with other audiovisual equipment.
- Any software installations required must be scheduled with the IT Department to be installed prior to the training session. The software will be uninstalled at the end of the training session and the desktop settings will be restored to their default settings.
- If technology assistance beyond installing software and turning on/off computers is required in preparing the lab for special presentations, labor will be billed accordingly at a rate of \$20.00 per hour.
- Your staff may arrange to visit the lab on the day before your workshop to oversee the install of software, test equipment, and make other preparations.
- Food is not allowed in the computer lab. Groups using the computer lab who want lunch may use the meeting room, if available, at no extra charge.
- The daily fee for computer lab usage is \$250.00.

#### **Meeting Room:**

- There is a 70-person capacity for theater style seating, a 45-person capacity for a classroom set-up, or a 25-person capacity for a U-shape set-up.
- A podium and projector system is available for the instructor's use along with other audiovisual equipment.
- Your staff may arrange to visit the meeting room on the day before your workshop to oversee the seating set-up, test equipment, and make other preparations.
- The daily fee for the meeting room is \$130.00, or \$65.00 for a half day\*.

#### **Conference Room:**

- There is a 12-seat capacity with one large table.
- The daily fee for the conference room is \$100.00, or \$50.00 for a half day\*.

### Food Service

- NCLS does not provide food service, but groups may arrange for catering on site. (A list of area contacts at local restaurants that cater accompanies this information.)
- Morning coffee, tea, pastries and fruit for your group will be prepared if you wish for an additional \$25.00 fee.
- All food and/or drinks brought into the building for your event are to be taken with you upon the completion of your event.

### Clean-Up

- All rooms are to be returned to the manner in which you entered them. If additional cleaning is deemed necessary, your organization will be billed at a rate of \$15.00 per hour.

### Other NCLS Conveniences

- Free, on-site parking.
- The building and restrooms are handicapped accessible.
- Smoking is not permitted in the building.
- The NCLS facilities are open year-round, excluding holidays.