



12 Taft Court, Rockville Maryland

- ▶ **A multi-purpose meeting and professional development facility**
- ▶ **For workshops and trainings of 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 has 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.

RESERVATIONS: To make a reservation contact Paulette Jackson, MCEA Conference Center Coordinator, pjackson@mcea.nea.org, 301-294-6232.

CANCELLATION POLICY: Cancellation of reservations requires 48 hours. Reservations cancelled with less than 48 hours notice will be charged the full fee, unless the space can be filled.

Room Options & Charges

2009 Rates

ROOM RENTAL ONLY	Seating Capacity <i>(at tables)</i>	Commercial	Governmental & University	Other Non-Profit
Classroom A	30	\$250	\$175	\$100
Classroom B	42	\$250	\$175	\$100
Classroom C	42	\$250	\$175	\$100
Classroom D	30	\$250	\$175	\$100
Conference Room E	8	\$75	\$50	\$25
A/B or C/D Combo	72	\$500	\$350	\$200
B/C Combo	84	\$500	\$350	\$200
A/B/C or B/C/D Combo	114	\$750	\$525	\$300
A/B/C/D/E Combo	154	\$1000	\$700	\$400
Board Room	16	\$150	\$100	\$50

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 A/V equipment is also included, with advance notice.

BULK RESERVATIONS: 10% discount for multi-day reservations of ten or more dates.

CATERING/FOOD PURCHASE: The Conference Center has a list of nearby restaurants and food delivery options that regularly deliver to the Center. Costs are determined by the vendor; and event planners are responsible for making their own arrangements directly with them. A catering kitchen is available; with refrigeration, microwave, sinks, prep and service space.

VENDING MACHINES: Machines providing coffee, soda and water are available on-site.

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: Flipchart stands and markers available in all rooms. Event planners are responsible for bringing their own flipchart pads. If needed they may be purchased from MCEA for \$16 per standard pad, \$26 per 'Post-It' pad.

PHOTOCOPYING: Event planners are encouraged to bring all necessary copies with them. Charges for copies made at MCEA are: 10¢/imprint – B&W, 20¢/imprint – color. Transparencies may be purchased for \$1 per sheet. Copies must be arranged and invoiced through the Conference Center Coordinator.