

# GREAT PLAINS

Technology Center

## CONTRACT FOR USE OF MEETING ROOMS

DATE: \_\_\_\_\_

GROUP REQUESTING ROOM: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TITLE OF PROGRAM/SEMINAR: \_\_\_\_\_

DATES ROOMS REQUESTED: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_

MEETING ROOMS AVAILABLE: 8:00 AM TO 10:00 PM MONDAY THROUGH FRIDAY  
8:00 AM TO 3:00 PM SATURDAY  
CLOSED ON SUNDAY

**SCHOOL CLOSED: JULY 4, 2014; SEPTEMBER 1, 2014; OCTOBER 16 - 20, 2014; NOVEMBER 11, 2014  
NOVEMBER 26 - 28, 2014; DECEMBER 22, 2014 THRU JANUARY 2, 2015;  
JANUARY 19, 2015; March 16 – 20, 2015, April 3, 2015; MAY 15, 2015 & MAY 25, 2015.**

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

### TYPE OF ROOM REQUESTED:

- \_\_\_\_\_ WORLEY SEMINAR CENTER: 301, 301A & 301B (UP TO 450 PEOPLE)
- \_\_\_\_\_ 301 (UP TO 150 PEOPLE)
- \_\_\_\_\_ 301A (UP TO 60 PEOPLE)
- \_\_\_\_\_ 301B (UP TO 60 PEOPLE)
- \_\_\_\_\_ AUDITORIUM: BUILDING 100 (UP TO 135 PEOPLE)
- \_\_\_\_\_ CENTENNIAL CONFERENCE CENTER-701 (UP TO 90 PEOPLE)
- \_\_\_\_\_ GLOVER CONFERENCE CENTER: 655 & 656 (UP TO 60 PEOPLE)
- \_\_\_\_\_ ROOM 655: (UP TO 30 PEOPLE)
- \_\_\_\_\_ ROOM 656: (UP TO 30 PEOPLE)
- \_\_\_\_\_ PRAIRIE ROOM: (UP TO 20 PEOPLE)
- \_\_\_\_\_ ROOM 614: (UP TO 10 PEOPLE)
- \_\_\_\_\_ ROOM 623B: (UP TO 10 PEOPLE)
- \_\_\_\_\_ WICHITA ROOM: (UP TO 16 PEOPLE)

**Special arrangements can be made to use space on Saturday after 3:00 PM at a rate up to \$50.00 per hour. This fee may be waived for non-profit groups using school facilities.**

**TYPE OF ROOM SET-UP REQUESTED:**

- \_\_\_\_\_ TABLES AND CHAIRS, IN ROWS, CLASSROOM STYLE
- \_\_\_\_\_ TABLES AND CHAIRS, IN A "U" SHAPE, MEETING STYLE
- \_\_\_\_\_ ROUND TABLES (CAN SEAT UP TO 144)
- \_\_\_\_\_ CHAIRS ONLY, IN ROWS, THEATER STYLE
- \_\_\_\_\_ AUDIO / VISUAL
- \_\_\_\_\_ PODIUM
- \_\_\_\_\_ WHITE BOARD
- \_\_\_\_\_ MICROPHONE
- \_\_\_\_\_ ½" VHS / DVD VIDEO PLAYER & MONITOR
- \_\_\_\_\_ AUDIO / VISUAL EQUIPMENT FOR COMPUTER PRESENTATION & SCREEN

**\*\*\*\*\*THE FOLLOWING ARE NOT TO BE USED IN ANY OF OUR MEETING ROOMS: NO OPEN FLAMES, FIRE, GLITTER, OR CONFETTI. IF ANY OF THESE ITEMS ARE USED THERE WILL BE AN ADDITIONAL FEE FOR THE ROOM\*\*\*\*\***

FOOD REQUEST NEEDED: YES \_\_\_\_\_ NO \_\_\_\_\_

**I understand that Great Plains Technology Center is a public educational institution and I certify that our event is educational in nature and that no fees will be charged for attendance at this function. I also certify that this event will not be used to market or sell services or products for my organization. I understand that if I need to cancel my room reservations, I will do so in writing at least 48 hours prior to the scheduled date. It is a State Law that Tobacco use & Alcohol consumption is not permitted on school grounds.**

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

RETURN TO:

GREAT PLAINS TECHNOLOGY CENTER  
4500 W LEE BLVD.  
LAWTON, OK 73505  
PHONE: (580)250-5550 FAX: (580)250-5566

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

DATE \_\_\_\_\_ ROOM ASSIGNED \_\_\_\_\_ SET-UP CHARGES \_\_\_\_\_