

## Southern Maryland Higher Education Center Meeting and Conference Space Inquiry

Company/Organization: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Date(s) Requesting: \_\_\_\_\_  
 Time(s) Requesting: \_\_\_\_\_  
 # of Attendees: \_\_\_\_\_

**Room(s):**  Center Hall- I, II, III     Multi-Purpose Room     Lecture Room  
 Computer Labs (Qty. \_\_\_\_ )     Meeting Rooms (Qty. \_\_\_\_ )

**Meeting Spaces**

**Capacity**

<i>The Center Hall (I, II, &amp; III)</i>	184 Class	244 Banquet	400 Theatre
<i>Individual Hall (I, II, or III)</i>	60 Class	84 Banquet	140 Theatre
<i>Center Hall Gallery</i>			
<i>Multi-Purpose Room</i>	80 Class	100 Banquet	120 Theatre
<i>Lecture Room</i>	50 Class	70 Banquet	100 Theatre
<i>East Lobby and Corridor</i>			
<i>Computer Labs</i>	25 Class		
<i>Meeting Rooms</i>	25 Class		

**Room Set Up:**  Classroom     Banquet     Theatre     Conference Table or "U"

**Items Provided:** Computer, LCD Projector and Screen,  
 Whiteboards and supplies, Laser Pointer, (room set-up), (signs)

**Presentation Needs:**  SMHEC Computer     Client's Laptop  
 Video Only     Audio     Internet Access     Multiple Screen Projection

(Halls and Lecture Rooms)

**Soundsystem:**  Tabletop Mics. (Qty.\_\_\_\_)     Wireless Mics. (Qty.\_\_\_\_)  
 Tall Podium/Mic.     Tabletop Podium/Mic.     Small Podium     Large Podium

**Items Available:**

- |  |   |
|--|---|
| <input type="checkbox"/> Overhead Transparency Projector | <input type="checkbox"/> Conference Phone                                   |
| <input type="checkbox"/> VCR/DVD                         | <input type="checkbox"/> Video Camera, tripod and one tape \$50.00          |
| <input type="checkbox"/> TV Monitor                      | <input type="checkbox"/> Tabletop Podium                                    |
| <input type="checkbox"/> Podium                          | <input type="checkbox"/> Flags on Stand (Center Hall/ MPR)                  |
| <input type="checkbox"/> Flip Chart \$20.00              | <input type="checkbox"/> Software Installation for Lab use \$70.00 per hour |
| <input type="checkbox"/> Video Conferencing              |   |

**Catering Arrangements:**  Breakfast     Lunch     Snack     Kitchen Rental     Self Catered     No Food

**Rental Agreement** Given  
 Standard     Non-Profit     Pro Bono  
 provided via  
 Email     Fax     In Person

**NOTES:**