

CBIZ Facility Fees

Room	Capacity	Non-Profit / Non-Income Generating Activity		Non-Profit / Income-Generating Activity (& Activities with Admission Fee)		Area & Non-Area Profit / Income Generating Activity	
		<i>Min. (4 hrs)</i>	<i>Daily</i>	<i>Min. (4 hrs)</i>	<i>Daily</i>	<i>Min. (4 hrs)</i>	<i>Daily</i>
Conference Room 101	15-16	\$40.00	\$60.00	\$60.00	\$90.00	\$100.00	\$150.00
Large Group Meeting Room 103	46-50	\$70.00	\$90.00	\$90.00	\$110.00	\$125.00	\$175.00
Computer Lab Room 110*	15	\$90.00	\$150.00	\$125.00	\$175.00	\$175.00	\$225.00
Training Room 111	24	\$40.00	\$60.00	\$60.00	\$90.00	\$110.00	\$150.00
Training Room 112	18	\$40.00	\$60.00	\$60.00	\$90.00	\$110.00	\$150.00

***Computer lab may also serve as a breakout room for larger groups. If used in that fashion and no computer usage is involved, the room costs will be the same as training rooms 111 and 112.**

Equipment: Each room is equipped with a computer (Microsoft Vista, MS Office 2007, Internet access, wireless keyboard and mouse), LCD projector with speakers, DVD/VCR player, and SMART Board interactive white board. Additional equipment is also available by request– flip chart easels, overhead transparency projector, and conference phone.

Additional fees: The Schedule Officer will have some discretion in establishing usage fees for combinations of rooms arranged together for the same event, rental of entire facility for one event, multiple day usage, and unusual facilities usage requests.

Facilities are not available at an hourly rate. All minimum rentals are for four hours.

To reserve a room, please contact Barb Blow at 319-208-5375 or 866-SCC-IOWA ext. 5375.