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## Alliance Center Meeting Room Reservation Form

Meeting rooms at the Alliance Center are available for use by organizations and individuals who support the mission of the Alliance for Sustainable Colorado. Cost of the meeting rooms for non-tenants: Non-profit - \$20/hr (after hours or weekends \$75/hr); For-profit - \$40/hr. (after hours or weekends \$100/hr).

If you are interested in reserving a room, please contact the Alliance Center Administrative Assistant to verify availability and make your reservation. Once your reservation is in our system, complete this form and return it to the Alliance for Sustainable Colorado no later than 3 business days before the event to complete the reservation. Payment is required one business day before the event to secure the room and if it is not received, your reservation will be forfeited

To reserve a room, contact: Kim Marker, Alliance Center Administrative Assistant, 303-572-1536, [kmarker@sustainablecolorado.org](mailto:kmarker@sustainablecolorado.org).  
**Room reservations made through any other process are not considered valid and space will not be reserved.**

**Contact Information:**

Organization:

Person Responsible:

Mailing Address:

City State Zip:

Phone:

Cell Phone:

Email:

Nonprofit:  Yes  No

If yes, please provide your organization's EIN number

(If not provided, you will be charged the for-profit rate):

**Meeting Information:**

Date and Day of Meeting:

Beginning Time (including set up):

Ending Time (including clean up):

Description of meeting:

**Meeting room:** Board Room: Basement Level (approx. capacity 10) Media Room: 2<sup>nd</sup> Floor (approx. capacity 15) Interface Room: 3<sup>rd</sup> Floor (approx. capacity 35)**Meeting Room Details and Supplies:** I need a security card because I will be entering the Alliance Center before 8 am or after 6 pm. (unreturned cards will accrue \$50 on to the bill) Do you plan to serve alcohol? I need a flip chart (how many? ) (\$5 each) I need a LCD Projector (\$20)

How did you hear about us?

**Method of Payment (due 1 business day before the event date):** Check included, Check number , Amount \$ Please make checks payable to the Alliance for Sustainable Colorado. Credit Card # Exp. Date Name on the Card**Users are responsible for:**

-- Cleaning up the room and setting up the furniture in the configuration the room was found. (If not cleaned, renters will be charged \$25.)

-- Providing all food for the meeting or event

-- Liquor may be served with permission by the Alliance for Sustainable Colorado.

Signature of responsible party: \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: