



Meeting Room Reservation

Trish Speer
Facilities Coordinator
Phone: 812-352-1894
Fax: 812-352-1895

1200 West O&M Avenue
North Vernon, IN 47265
Make checks payable to:
City of North Vernon

DATE OF MEETING: _____ **NUMBER OF PEOPLE EXPECTED:** _____

START TIME: _____ **END TIME:** _____

TYPE OF MEETING: _____

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

- **Classroom-Projector included rate: \$25/hr; \$100 daily**
- **Classroom rate: \$15/hr; \$85 daily**
- **Executive Conference Room rate: \$25/hr; \$100 daily**
- **Elsner Hall rate: \$30/hr; \$150 daily**

The user agrees to properly clear the room of any unused food and/or drink items and to dispose of in a trash receptacle, (liquids should be poured out of containers before throwing away). The room shall be left in a useable manner. The user has read the attached building guidelines and agrees to the terms of this application.

Signature _____

Date _____

Reservation will be made upon receipt of this form. Return form via fax 812-352-1895.



Equipment Reservation

North Vernon ETC has the following items available at an additional charge for your meeting and conference needs. A separate check made payable to the Jennings County Economic Development Commission (JCEDC) will be needed for payment of these items.

- | | |
|---|----------------|
| <input type="radio"/> Tablecloths (round or long) | \$2.00 ea |
| <input type="radio"/> Coffee Service* | \$10.00 per 25 |
| <input type="radio"/> PowerPoint Projector | \$25.00 |

*Includes coffee, cups, sugar, creamer, etc.

Please indicate the items that will be needed for your meeting:

- Tablecloths _____ Round _____ Rectangle
- Coffee Service _____ Number of People
- PowerPoint Projector

Checks need to be made payable to: Jennings County EDC
P.O. Box 15
North Vernon, IN 47265