Group Requesting Room ________________________________
Contact Person ________________________________
Address, City, State ________________________________
Phone Number __________________ Fax Number __________________
Date of Meeting ________________________________
Setup Time __________ Meeting Start Time __________ Meeting End Time __________
Number of People Attending __________________

The basic meeting room rental includes desired seating arrangement, head table, registration table, wastebaskets, water and glasses. All other arrangements are subject to additional charge.

**Room Rental**
- □ One Seminar Room - $175 per day
- □ Two Seminar Rooms - $350 per day
- □ Entire Education Center - $400 per day

**Set-Up Instructions:**
- □ Theater
- □ Classroom
- □ Round
- □ Chevron
- □ Hollow Square
- □ U-Shaped
- □ Other (please specify) __________________________________________
- □ Skirting available for rectangular tables @ $5 per table.

**Meals**
Will you be serving a meal? __________ Your caterer? __________________
- □ Use of Catering Kitchen ($50) ________________________________

**Beverages:**
- □ Coffee ($20 per gallon) ________________________________
- □ Tea ($20 per gallon) ________________________________
- □ Water station (no charge) ________________________________
- □ Soda ($1.00 each) ________________________________

(See Reverse Side for Additional Information and Options)
AV Needs:

(Charges are per day.)

☐ Use of 7’ x 9’ screens ($20) ____________________________________________

☐ Video projector w/ remote ($100) __________________________________________

☐ Wireless microphones ($50 each) __________________________________________

☐ Wireless lapel microphones ($50 each) ______________________________________

☐ Digital video disk player ($20) ____________________________________________

☐ Video cassette player/recorder ($20) ________________________________________

☐ Audio connections to house sound system ($30) ______________________________

☐ Wireless Polycom w/extension speakers ($50) _________________________________

☐ Podium ($20) ____________________________________________________________

☐ Table Top Podium ($20) __________________________________________________

☐ Easel ($5) ______________________________________________________________

☐ Flip chart w/ markers ($20) ______________________________________________

☐ Dry erase board w/ markers ($20) __________________________________________

☐ Projector cart ($5) ______________________________________________________

☐ Telephone line installation ($20) __________________________________________

☐ Other (please specify) ____________________________________________________

☐ Complimentary internet service___________________________________________

Total estimated cost for room rental and AV __________________________________
(excluding additional services, fees, incidental costs, damages, etc.)

Mail Rental Agreement and Setup Form to:

MCSA
3550 Amazonas Drive
Jefferson City, MO  65109-5716

Signature of Contact Person/Renter ___________________________ Date ________

_________________________________________ Date __________

Signature of MCSA Representative ___________________________ Date ________