

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

## Amy H. Levin Learning and Conference Center (ALC)

Facility Reservation Information / Checklist



### BEFORE MEETING:

1. Pick up keys to facility before use (LCMHB office hours M-F 8-4:30pm)
2. Room Set-up will be the responsibility of the user
3. Turn OFF Alarm System when entering facility – see instruction sheet attached to the key
4. PLEASE **DO NOT** tape/tack materials to the walls
5. PLEASE **DO NOT** use any markers on white board
6. Guest Wi-Fi – SSID: AHLCC-Guest; Password: l0ra1n648 (*Internet Access Only*)
7. The following equipment/supplies are provided at the ALC: (*check-off desired equipment*)

*(NOTE: Technical Support is not guaranteed. We suggest scheduling a date/time to test all equipment before training)*

- Epson Brightline Video Projector w/Electronic Whiteboard (requires special electronic pens)
- \*\*MAC Computer (w/MS Office 2011 Word, PowerPoint & Excel; Wireless Keyboard & Trackpad; Internet Access, External USB Port.) (*Requires use of Video Projector*) – **password: l0ra1n648**
- \*\*Sony DVD/Blu-Ray Player (Connects to Video Projector and Sound System via MAC Computer.)
- Polycom Meeting/Conference Phone (*Single phone line only*)
- Skype Video Conference Camera (*Point-to-Point Only. Requires use of Video Projector & Sound System*)
- \*Multi-Function Laser Printer/Copier
- \*Sound System (w/up to (9) handheld wireless mics and (1) lavalier mic. DVD/Computer amplification)
- \*Digital Audio Recording (Restrictions Apply. Available Formats: .wav or .mp3)
- Mini Fridge/Coffee Pot/Small Kitchenette (**paper products (cups, plates, napkins) & coffee supplies NOT incl.**)
- Men and Women restrooms
- Easel Board (**paper NOT included**)
- 30 rectangle tables (seats 2 per table) / 51 chairs + 12 in lobby

*\*Designates items that require additional Staff Support to facilitate. \*\* Windows Movie Format (.WMV) is not supported.*

By signing you understand that you accept responsibility of leaving the building in the condition that it was found and paying any cost of cleaning/repair of the facility, if the training coordinator finds any damages or excessive mess after your designated time of use.

**Signature** \_\_\_\_\_  
Responsible party Date



Organization: \_\_\_\_\_ Contact: \_\_\_\_\_  
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**Amy H. Levin Learning and Conference Center (ALC)**  
 Facility Reservation Information / Checklist



**AFTER MEETING:** (sign below upon returning the keys to LCMHB office)

- Turn OFF Coffee Pot (unplug)
- Turn OFF all technical equipment properly
- PLACE any/all trash at the back door exit (inside the building)
- SET the temperature settings to default (68 degrees)
- Turn OFF lights
- Turn ON Alarm System before walking out – see instruction sheet attached to the key
- LOCK ALL exterior doors
- RETURN keys to LCMHB office during regular business hours with this signed checklist

By signing you understand that you accept responsibility of leaving the building in the condition that it was found and paying any cost of cleaning/repair of the facility, if the training coordinator finds any damages or excessive mess after your designated time of use.

**Signature** \_\_\_\_\_  
Responsible party Date

**Renters Comments after event:**

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*Training Coordinator's signature of receipt of facility keys:*

**Signature** \_\_\_\_\_  
Vinaida Reyna, Secretary & Training Coordinator Date

**Training Coordinator Comments after inspection:**