



# Use Us!

## ***Employee Meetings! Training Sessions!***

Meetings and training are much more effective off-premises with fewer distractions. The Corry Higher Education Council has meeting rooms to fit your need!

**Large Rooms** for up to 24-30 people  
(i.e. Bracken Room, Room 107, Room 207):

- \$60 for up to 4 hours  
✓ 2<sup>nd</sup> small room additional \$25 if needed
- \$90 for 4+ hours  
✓ 2<sup>nd</sup> small room additional \$30 if needed

**Small Rooms** for up to 10-12 people:

- \$35 for up to 4 hours  
✓ 2<sup>nd</sup> room additional \$25 if needed
- \$60 for 4+ hours  
✓ 2<sup>nd</sup> room additional \$30 if needed



Bracken Room

**Discount** for multiple-day use: 15% off total

***(Please see other side for additional information)***



- ✓ **No additional charge** for projector and/or laptop, TV/VCR/DVD, overhead projector and flip-chart holders. (Please Note: Flip chart notepads are not supplied.)
- ✓ **Early set-up fee** (i.e. coming in day early to set up room): \$50.

## Typical Building Availability:

- Mondays - Thursdays: 8 a.m.-9 p.m.
- Fridays: 8 a.m.-3 p.m.
- Saturdays and Sundays closed, but use may be arranged. Room usage fees doubled for weekends, due to potential additional utility/personnel costs incurred.



Example of a small room

- ✓ Schedule early to be sure the rooms you need are available!
- ✓ Cancellation deadline is 48 hours before scheduled use. Cancellations after that time will result in full room-use fees being charged.
- ✓ No charge for non-profit organizations and community groups.

**Call 664-9405 or e-mail [info@corryhied.org](mailto:info@corryhied.org) for more information, to schedule a room or to arrange for a tour of the available facilities.**