

# The Columbia Learning Center



**Auditorium**



**Armstrong**

## Meeting Room Facilities

We offer meeting room facilities and a classroom for organizations, and individuals that wish to hold meetings or classes. We ask that nonprofit and government groups make a donation in place of charging a fee. If a fee is charged to the participants, the room will be subject to a charge. For frequent recurring use of the rooms, a fee will be negotiated and paid in advance. Our fully equipped technology classroom is available at a discounted rate for Schools and Non-Profits.

### Meeting Room Fees:

	Hourly	Half Day (4 hours)	Full-Day (8 hours)	11 Hours
Auditorium Regular	\$25	\$75	\$150	\$250
Armstrong Regular	\$20	\$50	\$95	\$140
BOTH Rooms Regular	\$40	\$110	\$210	\$320



**Classroom**

The classroom is used for classes, open lab, private tutoring and for rental, great for the home schooler's.

### Equipment Available

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Easel                    | <input type="checkbox"/> Easel Pads         | <input type="checkbox"/> Post It Pads              |
| <input type="checkbox"/> TV/VCR                   | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Projection Room Equip.    |
| <input type="checkbox"/> Conference Phone         | <input type="checkbox"/> Photocopies        | <input type="checkbox"/> Fax                       |
| <input type="checkbox"/> Photos w/ Digital Camera | <input type="checkbox"/> Screen (n/c)       | <input type="checkbox"/> Phone/Internet Line (n/c) |
| <input type="checkbox"/> Whiteboard Easel (n/c)   | <input type="checkbox"/> Coffee Urn (n/c)   | <input type="checkbox"/> Colored Markers (n/c)     |

For detail regarding use of and pricing of equipment, please call 503-397-1139.

A deposit must be received within 48 hours of booking or the reservation will not be guaranteed. In general we ask that you only book the rooms for activities that are not disruptive to a learning environment.

Any group or individual reserving the rooms must complete a Room Reservation Form and a refundable cleaning and security deposit of \$25 is due upon booking. The deposit must be received within 48 hours of booking or the reservation cannot be guaranteed. Any equipment needed must be reserved at the time of booking.

For more details, or questions regarding the facilities or to make reservations, call the Columbia Center at 503-397-1139

The Room Reservation Form, pricing, and the accompanying information is now available on-line through the Columbia Center home page ([www.colcenter.org](http://www.colcenter.org))