

## Gratiot-Isabella RESD Mahoney Center

### Conference Planner / Contract

1131 E. Center Street, PO Box 310, Ithaca, MI 48847  
Telephone: (989) 875-5101 FAX: (989) 875-2858

Office Use Only / Date Booked: Tech Ticket #
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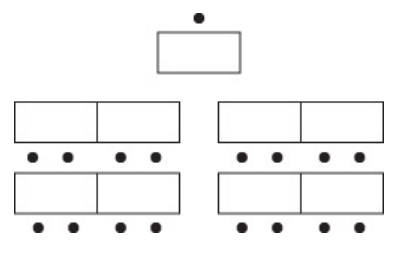
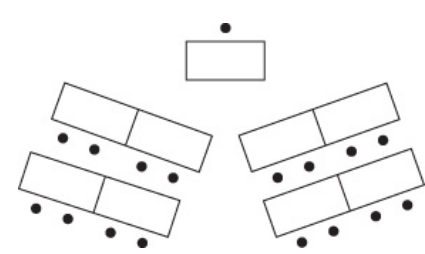
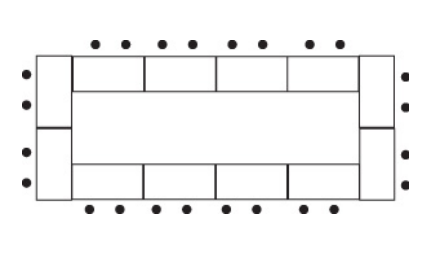
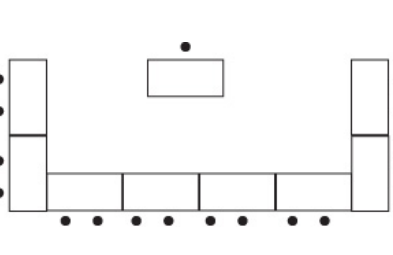
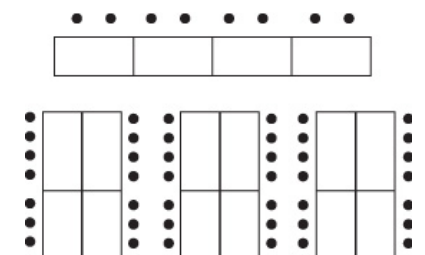
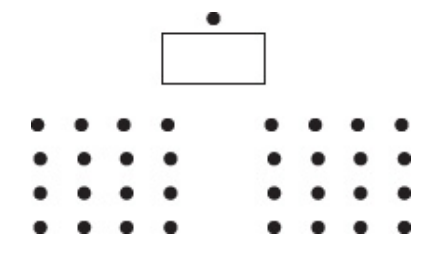
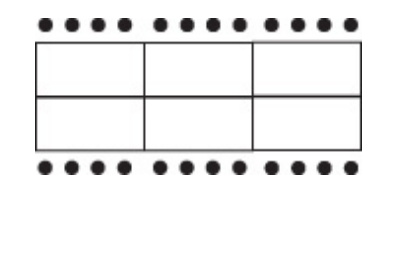
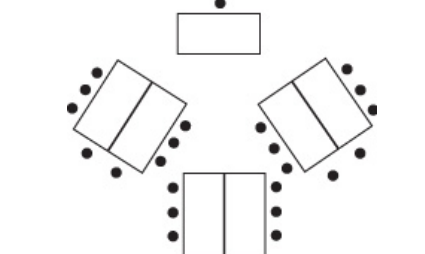

TITLE OF EVENT:	
DATE:	TIME:
SCHOOL/BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON:	EMAIL:
DAY TELEPHONE:	FAX#

Number of Attendees:	Room Set Up: (See reverse side)	Assigned Room:
Room will be available 30 minutes prior to activity and 30 minutes after its scheduled end, unless other arrangements have been made.		
Set- up Time:	Event Time:	Ending Time:
Special Needs (Be specific):		

<b>Audio Visual Equipment</b>					
(\$50.00 a day per room for any mix of audio visual needs (Virtual Field Trips quoted separately)					
All meeting spaces include a presenter laptop and a computer projector with sound. Free building-wide wi-fi service available.					
	Video Projection Device		Easel w/ pad		Podium
	Guest or Participant Laptops # needed _____		Wireless Microphone		Registration Table
	Single Line Conference Phone		Lapel Microphone		Video Conference Equipment (quoted separately)
	Other Media or Equipment				

Conference Room Rental Fee:	\$
Custodial Fee: (\$40.00 per hour after 4:00 p.m.)	\$
Coffee: (\$1.25 per person)	\$
Soft Drinks/Bottled Water: (\$1.25 per can/bottle)	\$
Audio Visual Equipment (\$50.00 a day per room)	\$
Technical Support:	\$
Other:	\$
Total:	\$

## Seating Styles

		
Classroom Style	Modified Classroom	Open Square
		
U Shape	Banquet Style	Theater Style
		
Conference Style	Block Style	Other

Breakfast	A.M. Snack	Lunch	P.M. Snack	Dinner	Beverages Only
Special Dietary Needs _____					
Linens <i>(additional charge)</i>					
<b>Menu options will be provided</b>					
<ul style="list-style-type: none"> <li>• Cancellation of events must be received 48 hours prior to scheduled time.</li> <li>• GIRESD Board of Education prohibits the use of tobacco or alcohol on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.</li> <li>• Auxiliary aids and services available upon request to individuals with disabilities.</li> <li>• Please complete entire form and return to: Gratiot-Isabella RESD  <div style="text-align: right; margin-right: 20px;">                     Attn: Sheila Line                      1131 E. Center Street, PO Box 310                      Ithaca, MI 48847                      Phone: 989-875-5101 Fax: 989-875-2858 Email: <a href="mailto:sline@giresd.net">sline@giresd.net</a> </div> </li> </ul>					
Signature of Contracting Party: _____					Date: _____

