

CHEC Punta Gorda

Admin Building Conference Room Reservation Form

Please complete this form. Form is not valid without signature. Scan and email, or mail at least 30 days in advance of desired reservation date to chec@checflorida.org. You will be notified when the reservation has been finalized. Payment is due upon notification of confirmed reservation. Call 941-575-5435 to pay by credit card or mail a check to: Charlotte Harbor Environmental Center, P.O. Box 512876, Punta Gorda, FL 33951-2876, *attn: Adm Bldg. Meeting Room Reservations*. ~ There is a 10% rescheduling fee. There is a \$25.00 cancellation fee.

Name of Person (Signatory) Reserving Meeting Room (Last)		(First)	
Organization or Club Name			
Org. Address			
City		State	Zip
Org. Phone		Signatory's Phone	
Org E-mail			
Signatory's E-mail			
Reservation Date Desired - Primary (mm/dd/yy)		Time *(From/To)	
Reservation Date Desired - Secondary (mm/dd/yy)			
MAX 42 Persons	<input type="checkbox"/> Large Screen TV <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____		
Require use of:	Note: Please bring your own laptop if needed. Laptops can be connected to TV for presentations.		

*No earlier than 8:00 a.m.; no later than 4 p.m. No Saturdays, Sundays or holidays.

I, the undersigned, acknowledge that I have read, understood, and will abide by the instructions provided above and the Admin Building Meeting Room Use Rules contained in this document.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

For Office Use Only:

Confirmed Date	Day & Time (from / to):	Total Number of Hours
Total Cost	Payment Method / Paid on Date:	Rescheduled? If yes, new date and fee owed:
Cancelled? If yes, fee owed:		

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Admin Building Conference Room Use Rules

- ✓ Chairs may be moved around but must be returned to their original layout.
- ✓ Food and drinks are permitted in / on proper receptacles. All leftover food and trash must be deposited in the trash can provided. Leftover liquids must **not** be disposed of in the trash can; empty them into the sink in the kitchen. Side table, if used, must be thoroughly cleaned after use. Spills must be completely wiped clean.
- ✓ Any spills of food or liquids on rug must be dealt with in the appropriate manner, in a timely fashion. Bring egregious issues to the immediate attention of CHEC staff.
- ✓ All recycle items must be placed in the recycle bin provided. Recycled items **must** be clean. Please do NOT throw dirty soda cans, coffee cups, plates, etc. in the recycle bin. All contaminated items must be thrown in the trash.
- ✓ Signatory will be responsible for any damages incurred to the meeting room and its equipment and/or contents due to failure to adhere to these rules, or from misuse, negligence, or other contributing circumstances.

Admin Building Conference Room Charges

1st hour (minimum) - \$35.00 • \$25.00 per hour thereafter

Call 941-575-5435 or email chec@checflorida.org with questions.