

## Schoenbaum Family Enrichment Center Meeting Room Request Form

The Schoenbaum Family Enrichment Center operates the Greater Kanawha Valley Foundation Community Enrichment Center. This community center is used by agencies, businesses, groups, or non-profit organizations to hold workshops, seminars, public forums or other public enrichment activities.

The Center is comprised of comfortable meeting rooms with telephone and internet access, public lobbies, serving kitchen and restrooms. The rooms are open for your event set-up at 8:30 am and close at 8:00 pm Monday through Friday. Other times may be available if special arrangements can be made.

### Schedule of Fees

- **The Charleston Room:** seats 16-20 with tables. Up to four hours: \$25.00. Up to eight hours: \$50.00.
- **The Kanawha Valley Room:** seats 60 with tables. Up to four hours: \$50.00. Up to eight hours: \$100.00.
- **Other Fees:** In-room beverage service and equipment usage fees are listed on the next page.

Room rental and other fees (if any) will be refunded if reservation is cancelled at least 30 days prior to reservation date. Room rental and other fees (if any) will not be refunded for any reservation cancelled within 30 days of the reservation date and for all no-shows.

Please print this page, fill it out, and sent it to us via fax or U.S. mail.

**A check or money order to Schoenbaum Family Enrichment Center is due on or before the day of the meeting.  
No cash or credit cards are accepted.**

Schoenbaum Family Enrichment Center  
Attn.: Business Office  
1701 5<sup>th</sup> Avenue Box # 1  
Charleston, WV 25312  
Phone: 304-414-4400 Fax: 304-414-4410

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State / Zip

\_\_\_\_\_  
Contact Name, Phone & Fax

\_\_\_\_\_  
Date(s) and Time(s) Requested, Meeting Room Requested, & Length of Meeting

\_\_\_\_\_  
Maximum number attending, Purpose of Meeting(s)

In-Room Services:

Are you requesting any Beverage Service?     No     Yes \*

Are you requesting any equipment or supplies?     No     Yes \*

\* If yes, please fill in the next page and send it with this form.

*SFEC Reservation Confirmation: SFEC will complete info below and fax back to applicant*

Reservation made by: \_\_\_\_\_ Reservation confirmed by: \_\_\_\_\_ via  phone  fax \_\_\_\_\_

Total Charges Due: \$ \_\_\_\_\_ Initials: \_\_\_\_\_ Invoice sent to: \_\_\_\_\_ via fax on: \_\_\_\_\_  
(name) (date)

*SFEC Office Use Only:*

Amount Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Schoenbaum Family Enrichment Center Meeting Room Amenities Request Form

Today's Date \_\_\_\_\_

Organization Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Please fill in number of units and total price for each requested item.

Item	Description	Price per Unit	# of Units Requested	Total Price
Coffee Service - Regular	One Thermal Serving Carafe (72 oz.) of regular coffee and eight ceramic mugs	\$5.00	_____	_____
Coffee Service - Decaf	One Thermal Serving Carafe (72 oz.) of decaf coffee and eight ceramic mugs	\$5.00	_____	_____
Coffee Refill - Regular	One Thermal Serving Carafe (72 oz.)	\$4.00	_____	_____
Coffee Refill - Decaf	One Thermal Serving Carafe (72 oz.)	\$4.00	_____	_____
Hot Tea Service	One Thermal Serving Carafe (72 oz.) of hot water with Regular and Decaf tea bags, and eight ceramic mugs	\$4.00	_____	_____
Water Refill for Hot Tea Refill	One Thermal Serving Carafe (72 oz.) of hot water	\$2.00	_____	_____
Ice	One Filled Ice Bucket with Tongs	\$1.00	_____	_____
Water	One Pitcher	Free	_____	_____
Television and DVD/VCR	Equipment on portable stand. Includes extension cord.	\$10.00	_____	_____
LCD Projector	Equipment on portable stand. Includes extension cord for our projector and your computer.	\$10.00	_____	_____
Internet Access	One connection to high speed internet per room	\$5.00	_____	_____
Dry Erase Markers	Assorted colors	Free	_____	_____
TOTAL CHARGES:				_____

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