Training Center Rental Information

In-room AV

- Pointer/Clicker
- Podium
- Wireless Amplifier with Wireless Lavaliere/Headset Microphone and Wired Microphone
- Overhead Projector (connects via HDMI—we have cord)
- 60” SmartTV (built in computer with USB ports and WiFi or screen share available from any computer and/or Android phones)
- Free Guest WiFi with access code onsite
- Flip Chart Easel & Markers (renter supplies own paper for use)
- Whiteboard Easel & Markers

Facility Amenities

- Kitchen (available upon request) with Refrigerator, Microwave and Sink
- Onsite Parking Lot for 26 (available upon request, depending on building’s availability)
- Restrooms
- 60 Stackable Chairs
- 18 Tables – 18”x60” (renter responsible for configuration prior to event start; U-shape, conference table, classroom or theatre options available)
- Room Comfortably Accommodates 25-30 (depending on configuration)
- Buffet Area For Food/Drinks
- Reception Table For Nametags, Etc.
- Trash Cans (includes bags)
- List of Caterers (renter responsible for all food arrangements; may use any catering/carry-in)

Other In-room Amenities

- Plastic & Paperware (i.e., cups, napkins, stirrers, cutlery and plates)
- Watercooler (hot and cold)
- Keurig (provided coffee pods)
- Sugar & Cream for Coffee Service
- Teabags
- In-room Refrigerator (provided water and sodas)

Days & Hours Available

Monday – Thursday: 7:30 a.m.-5:30 p.m.
Friday: 7:30 a.m.-Noon

Daily Room Rates

$250 (general public)
$100 (member firms/partnering organizations)

View Photos of Training Center at

Reserved Parking Lot (26 Spots) Rate
$100 (based on availability)