



# Conference Center Reservation Form

## Organization and Meeting Planner Information:

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

Full Legal Name of Organization: \_\_\_\_\_

Meeting Planner Name: \_\_\_\_\_ Meeting Planner Title: \_\_\_\_\_

Phone Direct: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Mission: \_\_\_\_\_

Organization Type:  Non-Profit (CBHC-Funded)  For Profit  Non-Profit (Not CBHC-Funded)  Government

## Meeting Information:

Meeting Name: \_\_\_\_\_

Meeting room requests will not be granted more than 180 days in advance.

Meeting Date - 1st  
Choice: \_\_\_\_\_

Meeting Date - 2nd  
Choice: \_\_\_\_\_

<b>Conference Center Hours:</b>	Monday & Saturday	8:00 a.m. to 5:00 p.m.
	Tuesday & Thursday	8:00 a.m. to 7:00 p.m.
	Wednesday & Friday	8:00 a.m. to 6:00 p.m.
	Sunday	Closed

Meeting Planner Set-Up Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Registration Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Meeting Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

## Meeting Room and Setup Requirements:

Room requests are accepted, but will be granted only if availability permits. We do guarantee that we will provide adequate space based on your expected attendance.

Room Requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Please select your preferred room set up:

- |  |  |
|--|--|
| <input type="checkbox"/> No Preference   | <input type="checkbox"/> Hollow Square/Conference            |
| <input type="checkbox"/> Classroom (rows of tables, chairs on side facing front of room) | <input type="checkbox"/> U-Shape                             |
| <input type="checkbox"/> Clusters (6 seats per workstation)                              | <input type="checkbox"/> Theater (rows of chairs, no tables) |
| <input type="checkbox"/> Table for Materials   | <input type="checkbox"/> Registration Table                  |
| <input type="checkbox"/> Extra Chairs  | <input type="checkbox"/> Presenter's Workstation             |
| <input type="checkbox"/> Extra Tables  | <input type="checkbox"/> Special (please attach diagram)     |
| <input type="checkbox"/> Other: _____  |  |

## Audio/Visual Requirements:

Audio/Visual equipment is reserved on a first come, first serve basis. Your Conference Center Representative will contact you if the items that you are requesting are not available. If you plan to provide your own A/V, please ensure you allow sufficient time for the Conference Center Team to assist you with testing your equipment for compatibility and/or proper functioning.

Please indicate which of the following items you would like to reserve and/or how many (0, 1 or 2).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Laptop        | <input type="checkbox"/> Microphone Stand | <input type="checkbox"/> Power Point Remote Control            |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> CD Player        | <input type="checkbox"/> Wireless Microphone (Quantity?) _____ |
| <input type="checkbox"/> Speakerphone  | <input type="checkbox"/> Flip Chart       | <input type="checkbox"/> Lectern                               |

Stand(Quantity?)  
\_\_\_\_\_ **\*\*Flip Chart  
Paper NOT Included**

## **Children's Board of Hillsborough County Conference Center Terms and Conditions**

The Children's Board of Hillsborough County does not provide or coordinate catering for meetings or events. No cooking of any kind is allowed in the building (no open flames, Sterno® cooking fuel or candles, etc.).

**\*PLEASE NOTE: ALCOHOL AND UNLAWFUL DRUGS ARE STRICTLY PROHIBITED ON CHILDREN'S BOARD PROPERTY (INCLUDING ALL PARKING AREAS).**

The Children's Board Conference Center Team reserves the right to briefly address and welcome your group.

\*Please indicate your preferred time for a Children's Board Representative to address your group: \_\_\_\_\_

Meeting space at the Children's Board is offered at no cost and is available on a scheduled, first come/first served basis as a community public service.

Meeting/Event times (including set-up, registration, doors, and start times) may not be scheduled prior to 8:00 a.m. Monday-Saturday.

Meetings/events must end at least 15 minutes prior to when the Conference Center closes. When estimating meeting "End Time", please consider and allow for post-meeting networking, discussion, meeting planner/presenter clean-up, etc.

Reservations and use of the building shall not be permitted by any organization, individual, meeting facilitator, or group, for the purpose of marketing, selling, recruiting or otherwise engaging in any practices that result or may result in profits or revenue-seeking activities, and may not be used for any unlawful, unauthorized or offensive purpose.

The Children's Board reserves the right to cancel any re-occurring meetings for your organization after three (3) documented "No Shows". A "No Show" is considered any instance where a reservation has been confirmed for your organization, and the cancellation procedure was not followed.

The Children's Board strictly prohibits discrimination on the basis of based on sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy or veteran status in the use of the Conference Center.

Conference Center personnel are authorized to restrict access to Children's Board audio visual systems and equipment.

Upon arrival at the Children's Board, the meeting on-site contact must identify himself/herself, in person, at the front desk, for a safety briefing and to receive a sign-in sheet. The on-site contact is required to remain in attendance throughout the duration of meeting/event.

Meetings must be cancelled at least 72 hours prior to the start of the event by contacting [reservations@childrensboard.org](mailto:reservations@childrensboard.org).

All guests under the age of 18 must be supervised by a responsible adult at all times.

Conduct of the invitees, participants, and guests admitted to the Conference Center is the responsibility of the on-site contact. The Children's Board reserves the right to remove any individual from the property with cause.

The Children's Board reserves the right to require first aid, and/or security personnel, on site based on the size and/or nature of your organization's meeting/event. Costs for such services are the sole responsibility of the organization using the Conference Center.

Flip-charts, coffee, coffee brewing equipment, coffee supplies, cups/plates/utensils etc., ice, writing pads, and pens/pencils will NOT be supplied by the Children's Board.

Invitees, guests, etc., must use the designated smoking area located in the median of the east parking lot.

Guests must remain mindful of all noise levels (a/v, participants, etc.) in and around your assigned meeting space, as there are often meetings taking place in adjacent rooms.

Guests are monitatarily responsible for damages that may occur as a result of your meeting/event, including (but not limited to) a/v equipment, furniture, walls/doors, carpets/flooring, etc.

Signs are not permitted on Children's Board property without prior written approval. If permitted, all signs must be promptly removed following the event. Signs may not be affixed to any Children's Board doors, windows, walls, or

property and signs with stakes or posts (or any other attached item that is deemed unsafe) must receive approval on location of signs to ensure buried infrastructure is not damaged.

All guests must vacate the building no later than 8:00 pm and exit the parking lots no later than 8:30 pm; this includes meeting planners, presenters, and guests.

All Conference Center surfaces (tables, chairs, etc.) must be thoroughly cleaned at the conclusion of the meeting/event. Ppapers, cups, food, trash and all other ancillary items must be disposed of in the dumpster in the east parking lot.

Guests are responsible for vacuuming the floors at the conclusion of the meeting (resulting from crumbs, confetti, etc.), if necessary.

The Children's Board is not responsible for personal items left behind in the Conference Center. If neglected will be disposed of in accordance with the Children's Board standard procedure.

At the discretion of the Children's Board based on the nature of your event, Conference Center guests may be required to provide proof of liability insurance with the Children's Board named as additionally insured.

Capacity of the Conference Center rooms is determined by the fire code. The Children's Board reserves the right to immediately terminate any meeting or event that exceeds capacity. The Children's Board may also further limit room capacity due to health concerns.

In the event of an emergency, meeting attendees must be accounted for at all times on Children's Board property. The front desk will provide a sign-in sheet to all on-site contacts that must be returned to the front desk before leaving the building at the conclusion of your meeting/event.

The Children's Board is not a sponsor, nor does it endorse or support the content of the material(s), presentation(s), staff, volunteer(s) or message(s) delivered during meetings or events in our Conference Center.

Any, and all advertising and promotions must be accurate, and utilize the following disclaimer on any event announcement, invitation, or marketing materials.

**The Children's Board of Hillsborough County is not a sponsor of the event and does not endorse or support the content of the material(s), presentation(s), staff, volunteer(s) or message(s) delivered during this activity.**

**\*\*PLEASE NOTE\*\* Any violation or failure to comply with the required disclaimer above may result in immediate cancellation of meeting/event.**

With the exception of the required disclaimer, use of the Children's Board name, logo, photo or any other material requires prior written approval from the Children's Board. If such consent is given, the Children's Board has the right to review all material produced by your organization that includes the Children's Board name, logo, or photo. The Children's Board shall be referred to as "The Children's Board of Hillsborough County" in all such advertising and other promotional activities.

Signing below indicates compliance with all rules and regulations set forth by the Children's Board of Hillsborough County.

Full Legal Name of Organization: \_\_\_\_\_

Authorized Representative

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_

**REGISTRATION FORM MUST BE RETURNED TO: [reservations@childrensboard.org](mailto:reservations@childrensboard.org)  
or via fax at (813) 228-8122, Attn: Children's Board Conference Center**