

Missouri Council of School Administrators  
**Education and Conference Center**

3550 Amazonas Drive, Jefferson City, Missouri 65109 - 573-638-2692

**Room Rental Setup Information**

Group Requesting Room \_\_\_\_\_

Contact Person \_\_\_\_\_

Address, City, State \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Setup Time \_\_\_\_\_ Meeting Start Time \_\_\_\_\_ Meeting End Time \_\_\_\_\_

Number of People Attending \_\_\_\_\_

The basic meeting room rental includes desired seating arrangement, head table, registration table, wastebaskets, water and glasses. All other arrangements are subject to additional charge.

**Room Rental**

- One Seminar Room - \$175 per day
- Two Seminar Rooms - \$350 per day
- Entire Education Center - \$400 per day

**Set-Up Instructions:**

- Theater                       Classroom                       Round
- Chevron                       Hollow Square                       U-Shaped
- Other (please specify) \_\_\_\_\_
- Skirting available for rectangular tables @ \$5 per table.

**Meals**

Will you be serving a meal? \_\_\_\_\_ Your caterer? \_\_\_\_\_

Use of Catering Kitchen (\$50) \_\_\_\_\_

**Beverages:**

- Coffee (\$20 per gallon) \_\_\_\_\_
- Tea (\$20 per gallon) \_\_\_\_\_
- Water station (no charge) \_\_\_\_\_
- Soda (\$1.00 each) \_\_\_\_\_

(See Reverse Side for Additional Information and Options)

**AV Needs:**

(Charges are per day.)

- Use of 7' x 9' screens (\$20) \_\_\_\_\_
- Video projector w/ remote (\$100) \_\_\_\_\_
- Wireless microphones (\$50 each) \_\_\_\_\_
- Wireless lapel microphones (\$50 each) \_\_\_\_\_
- Digital video disk player (\$20) \_\_\_\_\_
- Video cassette player/recorder (\$20) \_\_\_\_\_
- Audio connections to house sound system (\$30) \_\_\_\_\_
- Wireless Polycom w/extension speakers (\$50) \_\_\_\_\_
- Podium (\$20) \_\_\_\_\_
- Table Top Podium (\$20) \_\_\_\_\_
- Easel (\$5) \_\_\_\_\_
- Flip chart w/ markers (\$20) \_\_\_\_\_
- Dry erase board w/ markers (\$20) \_\_\_\_\_
- Projector cart (\$5) \_\_\_\_\_
- Telephone line installation (\$20) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_
- Complimentary internet service \_\_\_\_\_

**Total estimated cost for room rental and AV** \_\_\_\_\_

**(excluding additional services, fees, incidental costs, damages, etc.)**

**Mail Rental Agreement and Setup Form to:**

MCSA  
3550 Amazonas Drive  
Jefferson City, MO 65109-5716

Signature of Contact Person/Renter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of MCSA Representative \_\_\_\_\_ Date \_\_\_\_\_