

ROOM RENTAL SERVICE

ESTABLISHED 1934

Room Fees

OCBA Members				
Room	Seating Limit	Daily Fee	Four-Hour Fee	Hourly Fee
CLE Room*	60/75**	\$150	\$75	\$20
Meeting Room 1	10	\$130	\$65	\$20
Meeting Room 2	8	\$130	\$65	\$20
Executive Boardroom	18	\$140	\$70	\$20
Kitchen	---	\$ 30	----	----

Non-Member				
Room	Seating Limit	Daily Fee	Four-Hour Fee	Hourly Fee
CLE Room*	60/75**	\$300	\$150	\$40
Meeting Room 1	10	\$260	\$130	\$40
Meeting Room 2	8	\$260	\$130	\$40
Executive Boardroom	18	\$280	\$140	\$40
Kitchen	---	\$ 60	----	----

*CLE Room rate includes podium and microphone. The CLE Room will accommodate 60 in classroom-style or 75 in theater-style seating

Rental Hours: 7:30 a.m. - 5:30 p.m., Monday - Friday
 (after 5:30 p.m. by special arrangement only, hourly fees will be doubled)

Audio/Visual Equipment and Conference Fees

Audio/Visual equipment is available for use at the daily rates listed below. Contact the OCBA for quote. All equipment is set up prior to reservation and technical assistance is provided.

Equipment/Supplies	Daily Fee
Audio/Visual System (includes mounted LCD projector and screen, desktop computer and wired microphone)	\$150
Wireless Microphone (CLE room only)	\$25
LCD Projector/Screen (no computer)	\$100
Laptop Computer	\$45
TV/VCR/DVD	\$40
Flipchart Pad & Markers	\$15
Easel	No Charge
Photo Copies	\$0.10/copy
Outgoing Fax	\$1.00/page

For more information, contact the OCBA Receptionist at: **(248) 334-3400 • Fax (248) 334-7757**