ROOM RENTAL @ TISOH

The Education Building provides common areas including a foyer, a lounge, vending and restrooms. All classrooms feature audio-visual capabilities including flat panel monitors ranging from 50” to 80”, comfortable movable seating, and training tables with power.

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Capacity</th>
<th>Rate</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom A+B+C</td>
<td>72</td>
<td>$100/hour</td>
<td>4 hour minimum</td>
</tr>
<tr>
<td>Classroom A, B, C, or D</td>
<td>20</td>
<td>$35/hour</td>
<td>4 hour minimum</td>
</tr>
<tr>
<td>Classroom E</td>
<td>8</td>
<td>$25/hour</td>
<td>4 hour minimum</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>16</td>
<td>$35/hour</td>
<td>4 hour minimum</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>8 computer stations</td>
<td>$60/hour</td>
<td>4 hour minimum</td>
</tr>
</tbody>
</table>

Please fill out the form in this link to reserve (OR complete the form on the following page): [https://tisoh.formstack.com/forms/roomrental](https://tisoh.formstack.com/forms/roomrental)

Contact the school for options on food & beverage.

For information on the facility: [http://tisoh.edu/about-us/about-our-facility/](http://tisoh.edu/about-us/about-our-facility/)

For questions or to check availability, contact us at info@tisoh.com or 702-947-7200 x200.

**Terms:**

- A Certificate of Insurance with *Hospitality Experts Consortium LLC* listed as additional insured is required. If you do not have an insurance agent, contact the school for a referral. Required limits:
  - $1 million per occurrence
  - $2 million general aggregate
  - $50,000 damage to rental premises

- Payment is required upon availability confirmation to reserve the space.
- Cancellation policy is 72 hours prior to the event or the rental fee is forfeited.
# ROOM RENTAL APPLICATION

**NAME:**  _________________________________

**GROUP:**  _________________________________

**ADDRESS:**  _________________________________

**TEL:**   __________________ EMAIL:____________________

<table>
<thead>
<tr>
<th>DATE(S)</th>
<th>TIME(S)</th>
<th>OCCUPANCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**PURPOSE/ROOM USE:**  ____________________________________________

- □ I have read and agree to the Terms & Conditions of this Application

**Payment:**  
*will not be charged until space confirmation by TISOH*

A credit card on file is required. If there are excess cleaning required post event or damages, the school will be in touch and additional fees may be assessed.

- **Credit card-** VISA / MC / AMEX
- **Name:**  ____________________________________________
- **Number:**  ____________________________________________
- **Expiration:**  ______________Card Security #:  ______________
- **Address:**  ____________________________________________
- **Signature:**  ____________________________________________