

## PAYMENT POLICIES & FEES

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### Payment Policies

1. The Training Center Manager or Assistant Manager must approve scheduling of facilities.
2. A \$50 security & booking deposit must accompany The Meeting Room Facility Use Agreement. The security deposit is refundable should the event not occur and notice of cancellation is received 30 business days prior to the event.
3. Receipt of the signed Facility Use Agreement and the \$50 deposit will constitute a legally binding agreement between the two parties. Computer Helper Publishing will invoice the rental fees, less the security deposit (net of any damages), following the conclusion of the event.

### Rental Fees

1. Weekday rates: Monday through Friday (Access hours 7:30 am - 5:30 pm)

**Classroom-Style Setup** - includes set-up for 30 individual chairs at tables, use of lapel microphones and remote-controlled projection system, podium & screen **\$350/day**

**Theater-Style Seating** - includes set-up for 60 chairs, use of lapel microphones and remote-controlled projection system, podium & screen **\$350/day**

**Partial days (Classroom or Theater-style)** **\$50/hour**

**Computer Lab Style** - includes 10 desktop computers, use of lapel microphones, remote-controlled projection system, podium & screen **\$900/day**

2. Weekend & Evening Rates: Call for pricing and availability
3. Special rental fees for regularly scheduled events or any combination of the above set-up options may be considered. Call Computer Helper Publishing at 800/533-5227 or locally at 939-9094 for rates and information or email us at [info@mtg-room.com](mailto:info@mtg-room.com).