



# North Carolina Families United

## Training/Meeting Room Reservation Process

- 1) Check room availability calendar located in the training room under the Presentation TV
  - 2) After checking the room availability calendar, check with Renee to ensure date(s) requesting are available within the electronic calendar
  - 3) After confirming identified date(s) are available Renee will reserve date(s) and time(s) in electronic and training room calendar
  - 4) Information needed to reserve training room:
    - Training:
    - Date(s):
    - Time:
    - Contact:
    - Trainers:
    - Number of Participants:
  - 5) Once training room dates are verified and requested information is received the individual listed as the contact will receive a confirmation email
  - 6) Must allow 24 hours' notice for room rental reservations
  - 7) Cancellations must be made no later than 5 business days prior to the training
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### Room Rental Cost

- \* *Community/Agencies: \$200*
- \* *Discounted rates:*
  - Family Partner: Free (If Training is within NC Families United Mission & Vision)*
  - Training with a Family Partner Trainer: \$150*
- \* *Meeting Room Only (up to 8 participants): \$75*

### Additional Fees

- \* *Water & Coffee Center: \$30*
- \* *Copies Color: .08 Black and white .05*

Reservations contact: Renee Cordero 336.395.8828 or [corderorh@gmail.com](mailto:corderorh@gmail.com)  
Questions contact: Renee Cordero [corderorh@gmail.com](mailto:corderorh@gmail.com) or Stacy Justiss  
[sjustiss@ncfamiliesunited.org](mailto:sjustiss@ncfamiliesunited.org).



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## Training/Meeting Room Protocols

1. Trainers are responsible for room set up and take down
2. Max number of participants: 40 Individuals
3. Food and drinks are allowed (if spills occur, clean up at once to prevent staining)
4. Trainers are responsible for cleanup and restoring room to its original setting
5. NC Families United is not responsible for any lost or stolen property or accidents that may occur inside/outside the building.
6. Trainers are responsible for all training materials such as flip charts, easels, sign in sheets, etc.
7. NC Families United is not responsible for recruiting or contacting participants in the event of a cancellation
8. If bringing in food, must notify Renee Cordero at [CorderoRH@gmail.com](mailto:CorderoRH@gmail.com) must be notify.
9. Set up can be completed the day prior to the training if the room is available and it is between NC Families United business hours
10. If utilizing a Family Partner, NC Families United can assist with registration upon request
11. Trainers must bring their own computer

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### Amenities

*Conference call capabilities*  
*Copying and printing (available upon request) \**  
*SmartTV screen for presentation*  
*Capability of seating 40 Individuals*  
*Tables and Chairs*  
*White Board*

*WIFI*  
*Conference table and chairs*  
*Coffee Maker\**  
*Water\**  
*Refrigerator and microwave*  
*Listserves for distribution of training information*

*\*Additional Fee Associated*

Reservations contact: Renee Cordero 336.395.8828 or [corderorh@gmail.com](mailto:corderorh@gmail.com)  
Questions contact: Renee Cordero [corderorh@gmail.com](mailto:corderorh@gmail.com) or Stacy Justiss  
[sjustiss@ncfamiliesunited.org](mailto:sjustiss@ncfamiliesunited.org).