Step I: The Initial Agreement

In order to reserve meeting rooms and housing, you must first complete an Initial Agreement form similar to what is shown below. There are three things you must know in order to fill out the form:

(1) the dates of your conference,
(2) the approximate number of conference participants, and
(3) a general schedule of daily meetings, activities, banquets.

Once you have this information you can continue to Step IA.

Step IA: Meeting Room Reservations

A list of available meeting rooms is shown in the next few pages. This list also describes the audio/visual capabilities and occupancy limits of each room. To find where the buildings are located, please refer to the campus map on page 12. Two of our most widely used spaces are Armstrong Hall (#1 on the map) and Worner Center (#5 on the map). Following the meeting room list are the floor plans for each of these buildings. To reserve space on campus, you will be asked to complete the CC Conference Office Initial Agreement form.

COLORADO COLLEGE
1874

Colorado College Conference Office Initial Agreement

Name of conference group: _____

Conference Coordinator/Primary Contact | Secondary Contact (if any)

Name: _____ | Name: _____
Title: _____ | Title: _____
Address: _____ | Address: _____
_____ | _____

Phone number(s): _____ | Phone: _____
FAX number(s) _____ | Fax: _____
E-mail address: _____ | E-mail: _____

PARTICIPANT INFORMATION

Arrival Date: Staff: _____ Participants: _____
Departure Date: Staff: _____ Participants: _____

Dorms requested: _____
Apartments requested: _____

Number of guaranteed on campus participants and age of conference participants:

Elementary School _____ College _____
Junior High School _____ Adult _____
High School _____ Families _____

Number of guaranteed off campus participants: _____

Please use the following space to provide us with a brief description of your conference program. If this is your first conference at Colorado, College please describe your purpose, activities, etc. This information will be used in our publications for publicity on campus and on our conferences website.

_____
_____
_____

FACILITY REQUIREMENTS

Please use the space below to detail the requirements of your conference and be specific with location, dates, and times you will need these locations.

Classrooms requirements: Dates:
_____ _____
_____ _____
_____ _____
_____ _____

Large meeting space requirements: Dates:
_____ _____
_____ _____
_____ _____

Computer lab requirements: Dates:
_____ _____

Special Arrangements: Dates:
_____ _____

_____

PAYMENT AND CONTRACT INFORMATION

Method of Payment (check one):
Interdepartmental charge (Journal Entry) _____
Please provide budget code to charge _____
Check, credit card _____

Please return this form as soon as possible to hold your reservation until your official contract is available in December to:
The Colorado College
Summer Programs Office, 14 E.Cache La Poudre
Colorado Springs, CO 80903
(719) 389-6715 phone, (719) 389-6955 fax

I understand that this agreement is tentative and that an official contract will be mailed with actual reserved space requirements. This agreement will be used to hold housing and meeting room facilities.

_____ _____
Conference Coordinator Date