TRAINING ROOM RENTAL

- Contact Information
- Facility Amenities
- Floor Plans
- Rental Facility Profile
- Rental Fees
- Room Capacity
- Guidelines

3284 RAMOS CIRCLE SACRAMENTO, CA 95827

916.696.7200
totalsecuretech.com

Need a State-of-the-Art, High-Tech Facility
for Your Next Training Function, Business Meeting or Client Presentation?

Total Secure Technology offers fully wired audio and video conference and training rooms equipped to meet all of your needs. Rent by the day or the week.

Located near Loehmann's Plaza on Fulton & Fair Oaks in Sacramento, CA, our knowledgeable and friendly staff will be happy to assist you in coordinating your next corporate meeting or training session.

We can even schedule special amenities and provide setup for computer images ideal for the delivery of your specific training needs. Whatever type of meeting or training room rental you need, we have the technology, staff, and space to assist you!

FACILITY RENTAL FEES

Hourly Fee: $125
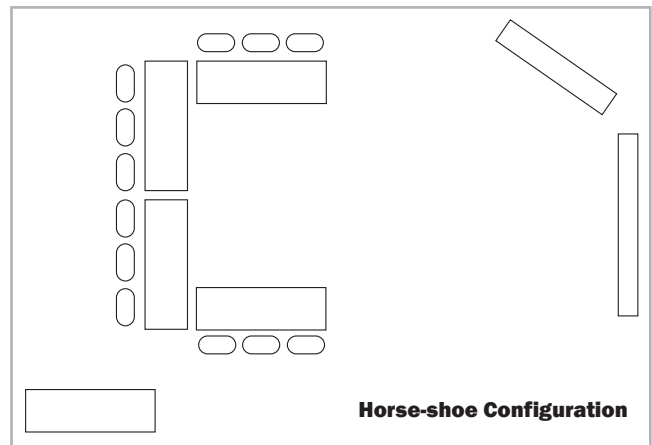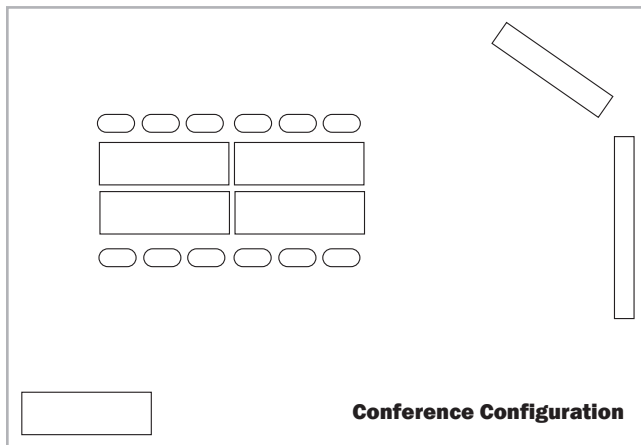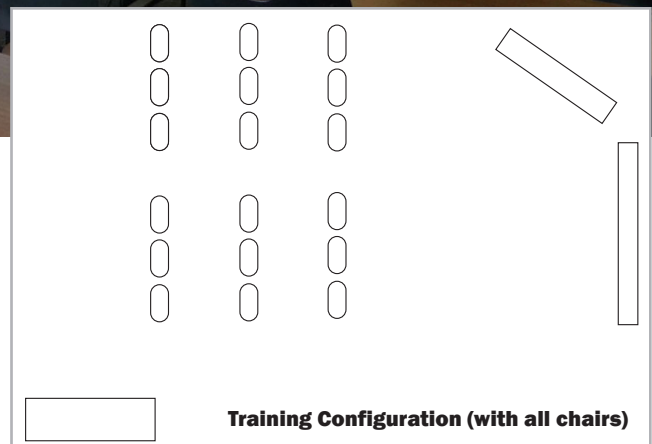(3 hrs minimum for setup
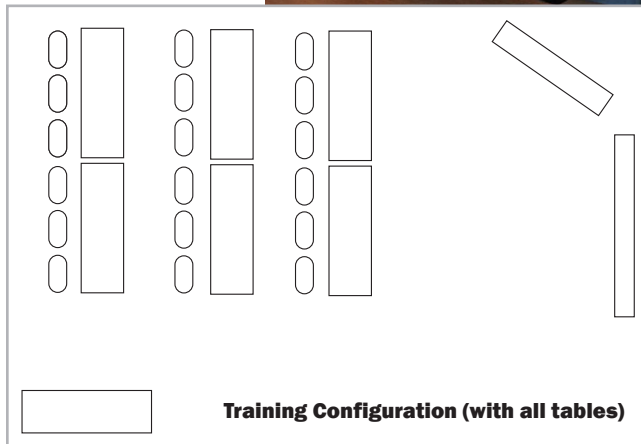& take-down)

Daily Fee: $1000
(8 hrs + 2 hrs setup &
take-down)

STANDARD RENTAL FEATURES

➲ **Environmental Controls**

➲ **High Speed Internet Access**
(150 MB Fiber with redundant 45 MB DS3 Connection)

➲ **Free Wireless Internet Access**

➲ **Whiteboard Wall and Paper Flip Charts**

➲ **Continental Breakfast**

➲ **Afternoon Snack**

➲ **Coffee, Tea, Water and Soda All Day**

CONFIGURATIONS

Training Configuration (with all tables)

Training Configuration (with all chairs)

Conference Configuration

Horse-shoe Configuration

TECHNOLOGY AVAILABLE

- Up to 28 Computer Workstations
- Monitor & PC
- Wireless Keyboard & Mouse
- Dedicated Instructor Computer
- Mondo Pad Video Conferencing Unit
- Full Conference Call or Video Conferencing Call Capabilities

- Two 85" LED Flat Screen Smart TV
- Cordless and Handheld Microphones
- Whiteboard
- Wireless Internet Access
- Electrical Outlets
- Full Audio/Visual Controls

Training Room Request Form

Today's Date: _____

Check One: [   ] New Request [   ] Revised Request

Event Information

Please fill out the form entirely. Allow for a 3 week approval process when requesting support services. Because rental requests are approved on a "first come, first served" basis, requests are not always guaranteed. We will try to accommodate your request as best we can. Our Event Coordinator will contact you once the request has been approved or denied.

Event Name _____ Event Date(s) _____

Event Time _____ Contact Name _____

Email _____

Technology Requirements
No. of PCs (up to 18) _____
Does the presenter need a laptop?
[   ] Yes [   ] No
Mondopad? [   ] Yes [   ] No
Microphones? [   ] Yes [   ] No
Tech Needed? [   ] Yes [   ] No

Room Configuration (select one)

_____ Training Configuration
[   ] Chairs Only [   ] Tables & Chairs
No. of Tables _____ No. of Chairs _____

_____ Conference Room Configuration
Includes 4 tables
No. of Chairs _____

_____ Horse-shoe Configuration
Includes 4 tables
No. of Chairs _____

By signing here, I have reviewed my information and approved the accuracy of the information requested.

_____   _____
Signature of Requestor   Printed Name

FOR OFFICE USE ONLY

Event is: [   ] Approved [   ] Denied
Date Confirmed _____
If denied, please state reason
_____
_____

Invoice Address _____
Requestor is a client? [   ] Yes [   ] No
Event Fee $_____ Tech Fee $_____ Lunch $ _____
Amount paid $_____ [   ] Cash [   ] Check #_____
Certificate of Insurance Submitted: [   ] Yes [   ] No