

Independent Lifestyles Inc. A Center for Independent Living

serving Morrison, Mille Lacs, Meeker, Stearns, Sherburne, Benton, Wright, Kandiyohi and Isanti
Counties

Special Events, Training and Meeting Space

215 N. Benton Drive
Sauk Rapids, MN 56379
320-529-9000

Independent Lifestyles Inc., A Center for Independent Living, is a collaborative community partner representing and providing service to people with disabilities, their loved ones and community. The foundation of our organization is to provide accessibility, education opportunities and resources to empower people with all types of abilities to realize there are no limits to reaching their potential.

The Community Education Center is available to all businesses and members of the community for accessible meetings and trainings. This room is equipped with the technology needed to make your event run smoothly, along with 2 wireless microphones that can be used, as well as a full sound system for computers or videos. We are hopeful that when you have a need for a room to host a meeting or special function that you will consider our newly remodeled community education center.



The Technology Center has up-to-date technology allowing for accessible computer access. It is equipped with Foci iDex VGA-magnifier, Key-U-See Large Print Keyboards, Switch Interface, a Roller II Trackball, a Roller II Joystick, Rollerball Mouse and height adjustable tables. Some of the software available is Naturally Speaking Preferred, Mavis Beacon typing and Clicker 5.

Room	Capacity Training	Capacity Assembly	Food, Beverages allowed	Fee Non-Profit	Fee For-Profit	Weekends Additional Fee *	Holidays Additional Fee *
Education Center	50	80	Yes	\$30 hr	\$40 hr	\$5 hr	\$100
West Ed Center	20	40	Yes	\$20 hr	\$30 hr	\$5 hr	\$100
East Ed Center	20	40	Yes	\$20 hr	\$30 hr	\$5 hr	\$100
Technology Center	10	10	No	\$20 hr	\$30 hr	\$5 hr	\$100
River Board Room	10	0	Yes	\$10 hr	\$15 hr	\$5 hr	\$100
Kitchen	-	-	Yes	\$15 hr	\$15 hr	\$5 hr	\$100
AV Equipment	-	-	-	\$5 hr each piece	\$5 hr each piece		

Available Equipment: Internet connection for computer set-up, TV/VCR/DVD, microphones, telephone, projector, screen and whiteboard.

- ❖ Weekend and Holiday rental will be considered on a case-by-case basis.
- ❖ We ask for a \$25.00 deposit upon rental agreement. If room is cleaned and left in the same condition as rented, the \$25.00 deposit will be returned.

Rental Policy:

1. All room use will be coordinated through the Administration support staff.
2. Table, chairs and room set-up is included with the area room fees.
3. Parking is free as available in the south parking lot under the bridge.
4. Renters must pre-pay for room rental, or make arrangements with Independent Lifestyles for a line of credit and be invoiced to pay with-in 30 days.
5. Parties will be charged for room and equipment damage.
6. No alcohol or drugs allowed on the premises.
7. Room cancellation must be done two (2) weeks before scheduled time to avoid charges. If notice is given less than two weeks before scheduled time, the renting party will be responsible for 75% of the rental fee.

_____ will be using the _____

on _____ from _____ to _____ I will /will not be

using the following AV Equipment at \$5.00 per hour for each piece:

- ___ Internet set-up
- ___ TV
- ___ VCR/DVD
- ___ Microphone
- ___ Telephone
- ___ Projector
- ___ Screen

Total cost of rental: \$ _____

I ACCEPT THE ABOVE CONDITIONS:

Signature

Printed Name

Date