

Conference Room Request

Please remove this section, fill out completely and return with your payment to:

Debbie Jannetta
Office of Julian MacDonnell, Jr.
Executive Director
Northern R. I. Collaborative
640 George Washington Highway, Suite 200
Lincoln, RI 02865

Organization: _____

Topic/Program: _____

Date(s) of Meeting: _____

Time: _____ to _____

Estimated Attendance: _____

Contact Person: _____

Street Address

City State Zip

Presenter: _____

Telephone: _____

Fax: _____

Email: _____



Linking communities through learning

“NRIC Professional Development Training Center Request Form”



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Serving the Member School Districts of:

Burrillville	Central Falls
Cumberland	Foster-Glocester
Glocester	Johnston
Lincoln	North Providence
North Smithfield	Pawtucket
Smithfield	Woonsocket

Northern Rhode Island Collaborative

*Administrative Offices
640 George Washington
Highway, Suite 200
Lincoln, RI 02865
(401) 495-2000
Fax: (401) 333-3572*



The Northern Rhode Island Collaborative's new Professional Development Training Center is available upon request to all Northern Rhode Island Collaborative staff and eleven (11) member school districts.

Our Training Center is located at:

640 George Washington Highway
Suite 104
Lincoln, RI 02865

The entire conference area accommodates a maximum of 120 people but can be divided into smaller configurations or two rooms.

To ensure your meeting space reservation, we must have the completed Request Form submitted at least two weeks before the program date.

For more information regarding the use of our Training Center, please contact:

Debbie Jannetta
At (401) 495-2023
or by Email at djannetta@nric-ri.org

For directions to our facility, please refer to our website: www.nric-ri.org.

Technology

*Please advise us in advance if you require the use of the following audio visual or technology related equipment: **

- LCD Projector/Screen
- Television
- VCR/DVD
- Internet Access
- SmartBoard
- Other _____



* If you are utilizing the SmartBoard or projector for a presentation, NRIC's Laptop must be used. Use of a thumbdrive to download your presentation will be provided or you may bring your own on your own CD or thumbdrive.

Parking

Convenient parking is located in the rear of the building.

The Training Center is handicapped accessible.

Reminder

■ *Each meeting's contact person is responsible for providing any additional presentation materials. (i.e. transparencies, duplicated materials, flip chart paper, computer paper and refreshments, etc.)*

■ *For your own insurance, please confirm your reservation at least 24 hours prior to your meeting by calling Debbie Jannetta at (401) 495-2023.*

Fees

Non-Profit Organizations:

Capacity:	0-50	50+
Half-Day (1-4 hrs.)	\$100.00	\$150.00
Full Day (4-8 hrs.)	\$200.00	\$350.00

Profit Organizations:

Capacity:	0-50	50+
Half-Day (1-4 hrs.)	\$200.00	\$350.00
Full Day (4-8 hrs.)	\$400.00	\$700.00

Room Capacity:

Training Center #104: 40-120 people
Conf. Room 200: 35 people

Please make your check payable to: Northern Rhode Island Collaborative