



Standard Equipment/Features in Our Training Rooms:

- Multimedia projector
- 5' x 10' WallTalker Whiteboard
- Adjustable lighting
- Instructor/presenter PC with Microsoft Office
- Class Room A: 12 Student PCs with Microsoft Office
- Class Room B: 8 Student PC's with Microsoft Office
- High Speed Internet access
- Flipchart easels w/pads

TECHNICAL SUPPORT - One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of \$75 per hour.

CANCELLATION POLICY - Room reservations must be cancelled no later than 2 working days prior to the event or a late charge will be billed equivalent to 25% of the room rental fee. AFA will bill your company for technical support time and material, if any, and any other expenses incurred by AFA at the request of the customer up to the time of the cancellation.

SPECIAL REQUIREMENTS - Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to AFA at least 15 working days in advance, and are subject to approval by your Room Coordinator.

ROOM RENTAL USAGE POLICY

1. Training Center hours are 7:30 AM – 5:00 PM. Please ensure that your event is completed by closing time.
2. All rooms must be used as is. Moving of furniture is not permitted without prior approval by your Room Coordinator. Most rooms are set up in classroom style. We encourage you to make an appointment with your Room Coordinator to view our rooms before reserving one, to ensure that they will meet your needs.
3. If additional furniture or equipment is needed, ask the Training Center staff for assistance. Do not remove furniture or equipment from other rooms.
4. Your Room Coordinator must be notified of any outside catering or other event support you are considering. Usage of any event support is subject to prior approval of your Room Coordinator. The AFA Training Center is not responsible for arranging or coordinating with any event support you provide.
5. Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to the AFA Training Center at least 15 working days in advance, and are subject to approval by your Room Coordinator.
6. Training Center technical staff must approve the use of outside equipment, software and/or hardware to determine technical feasibility. Please provide this information at least 15 working days prior to your event date.
7. Telephones are available for free local or credit card long distance calls.
8. For incoming emergency calls, you may use 269.731.3300 as a message number.
9. A fax machine is available for customer use. The fax number is 269.731.3304. AFA Training Center staff does monitor this fax machine. If you expect a fax, we will be sure to make sure you receive it.
10. One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of \$75 per hour.
11. A fully equipped break-room is provided to you, at no additional cost.

If you have any questions please contact your Room Coordinator at Askler, Fitch and Associates - 269.731.3300.