



AIA Connecticut

A Chapter of the American Institute of Architects

Training Room Conference Room Rental Information

370 James Street, Suite 402
New Haven, CT 06513
203-865-2195

AIA Connecticut

is pleased to offer its Training Room and its more intimate Conference Room for your organization's use. We encourage you to visit us to see these spaces and learn how your organization can utilize them for seminars and meetings. Ample, convenient, free parking is available in the parking lot adjacent to the building.

Room Availability:

Monday — Friday 8:00 am — 5:00 pm
Saturday 8:00 am — Noon
on a space available basis.

ACCOMODATIONS AND FEES

- **Training Room Charges** - Offered in classroom (54 persons) or theater (70 persons) setting.
 - Full Day (8 hrs) - \$250.00
 - Half Day (4 hrs) - \$150.00
 - Hourly - \$50.00/hour

- **Conference Room Charges** - Conference (15 persons)
 - Full Day (8 hrs) - \$100.00
 - Half Day (4 hrs) - \$60.00
 - Hourly - \$25.00/hour

• Kitchen Use

We are a sustainable company that can provide glassware and tableware at cost. Renter provides own materials if opting out.

Coffee and Tea (Includes sugar and cream)

- 12 people - \$40.00
- 30 people - \$60.00
- 60 people - \$120.00

Linens for banquet table

- \$10.00 per table cloth

Dishware and Silverware (Includes set-up and clean-up)

- 12 people - \$30.00
- 30 people - \$75.00
- 60 people - \$150.00

Water is provided free of charge.

• Training Room Audio Visual Charges

The Training Room is equipped with a ceiling hung LCD and DVD projector, automatic screen, two computer/audio ports, microphones and sound system.

- Screen, podium - Free of charge
- Microphone, tabletop - \$15.00
- Microphone, wireless - \$15.00
- LCD Projector, half day - \$50.00
- LCD Projector, full day - \$100.00

• Conference Room Audio Visual Charges

- Screen - Free of charge
- Portable LCD Projector
 - Full Day (8 hrs) - \$70.00
 - Half Day (4 hrs) - \$35.00

Set-up and clean up is not provided. If the room is not left as found, a fee of \$35.00 will be added to the room use fee. AIA Connecticut members no charge. For additional information and to reserve a room, please contact Maria Nazarko at 203.865.2195 or mnazarko@aiact.org.