

Office Reservation Sign Up

The CIDB has two rooms available for use by members of the AGC, MCA, or SMACNA. Please fill this form out completely and fax to: 330.237.1881 or email: jenna@mca-akron.com

•**Board Room:** The board room has private seating for up to 14 people. This room has a white board, professional conference phone, and a digital projector for presentation needs.

•**Conference Center:** The conference center has seating for 30-80 people. The seating can be arranged in a classroom type setting or as a large board room. This room has a digital projector, large screen, full audio system, and an easel for notes.

Both rooms are available between **7:00am - 4:00pm**, no evening hours, at no cost (first come first serve). We request at least two weeks' notice for room reservations. We offer free copy service for meetings, beverages and can cater meals if needed.

Company Name:

Contact Name:

Email Address:

Phone Number:

Date Requested:

Time Requested: -

Any Special Requirements:



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