



SPACE RENTAL (RATES EFFECTIVE 1/1/2018)

Clayton Early Learning is pleased to make space available to other nonprofit and government organizations for professional meetings and trainings. Our historic 20-acre campus is located at 3801 Martin Luther King Blvd. in Denver, Colorado.

ROOM	BUILDING	CAPACITY	EQUIPMENT/NOTES	COST
Main Auditorium	Administration 3801 Martin Luther King Blvd.	125	Sound System, Projection Screen, WiFi, Set Up Required	Monday-Friday: \$320 (All Day) \$260 (4 Hours)
Wade Auditorium	Administration 3801 Martin Luther King Blvd.	75	Sound System, Projection Screen, WiFi, Set Up Required, Not Handicap Accessible	Monday-Friday: \$230 (All Day) \$185 (4 Hours)
Bill Hornby Room	Training Center 3975 Martin Luther King Blvd.	40	SMART Board, PC, Projection Screen, White Board, Food Prep Area, WiFi	Monday-Friday: \$110 (Full Day) \$80 (Half Day)
Meera Mani Room	Training Center 3975 Martin Luther King Blvd.	40	SMART Board, PC, Projection Screen, White Board, Food Prep Area, WiFi	Monday-Friday: \$110 (Full Day) \$80 (Half Day)

AVAILABILITY: Monday – Friday, 8:00 am – 8:30 pm, when available. Please allow 30 minutes of set up and breakdown at the time of your reservation if it is needed.

SET UP/BREAKDOWN: Each room in the Training Center is set up with tables and chairs in default configurations. You may rearrange the tables and chairs, but please put the room back to the original configuration (see photo in room). Both auditoriums in the Administration building can accommodate various set ups; we can provide limited tables and chairs and will manage set up and breakdown.

PARKING: Free parking is available on the east side of the Training Center, in the main lot behind building 3805, and off-street on Martin Luther King Blvd. A map of our campus may be found on our website at www.claytonearlylearning.org/about-us/campus-map.

SECURITY: If additional security is needed for scheduled events, a \$30/hour charge will be added.

ADA ACCESSIBLE: All rooms with the exception of the Wade Auditorium are handicap accessible.

RESTRICTIONS: Pets, with the exception of Guide Dogs, are not allowed in the buildings. No alcohol consumption, firearms, candles or smoking is permitted on the campus. Please do not use tape or any other adhesive besides painters tape on the walls. Please do not attach balloons or banners to or otherwise obstruct any permanent signage on campus. Due to safety requirements, meetings with children are not permitted. Do not hang posters, flyers or balloons on any of the buildings or trees.

YOUR RESPONSIBILITIES: Advise all participants of building access code and distribute Clayton Campus Map. For security reasons, please do not prop any doors open or share the building code other than to your participants. Please do not move any tables/chairs from other rooms. Training materials are to be stored in the room you are assigned, keeping all common shared areas free from clutter. Remove all materials, sticky notes, erasing white boards and leave the room in "ready mode" for the next user.

RESERVATIONS: Please call 303.355.4411 x200 or email Sheila Littlejohn at slittlejohn@claytonearlylearning.org to make reservations. Please also notify us of any schedule changes or cancellations promptly. No refunds will be provided for any canceled reservation. We will however attempt to reschedule based on availability if the request is made within one week of the originally scheduled reservation.

PAYMENTS/BILLING: Clayton Early Learning only accepts checks for payment. Please remit payment to: Clayton Early Learning, ATTN: Accounts Payable, 3801 Martin Luther King Blvd., Denver, CO 80205. Invoices will be sent upon reservation.

Clayton Early Learning facilities and grounds shall not be used for any unlawful purpose. We reserve the right to refuse use of the facilities to any organization or individual if an event does not comply with Clayton Early Learning's policies and guidelines. User agrees not to practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability, sexual orientation or national origin.