



Department of Continuing Education

Meeting Facilities and Equipment Information, Policies and Guidelines

Pelham Site Meeting Facilities

2790 Pelham Parkway
Pelham, Alabama 35124
Phone (205) 358-8543
Fax (205) 358-8788

General Information:



We are located in Pelham, Alabama—
convenient to all locations statewide—
30 minutes from the Birmingham-
Shuttlesworth International Airport and
13 minutes from the Shelby County
Airport – approximately 2.5 miles west
of Interstate 65.

Our 2 classrooms and 2 conference rooms:

- ✓ Are perfect for your off-site meetings, interviews, conferences, workshops, or training sessions.
- ✓ Provide the ideal professional working environment.
- ✓ Are equipped with state-of-the-art presentation technology and offer flexibility in room arrangement to support the specific needs of your group.
- ✓ Provide meeting privacy and plenty of convenient parking for your attendees.

Pricing Information:

Pricing in effect as of March 1, 2010. Please note that pricing may change. To get current pricing, please call our office at (205) 358-8543.



Classroom 105 (capacity = 40 at tables or 60 in rows)	\$200.00/day
Classroom 106 (capacity = 30 at tables or 45 in rows)	\$150.00/day
Small Conference room (capacity = 8)	\$ 75.00/day
Large Conference Room (capacity = 12)	\$100.00/day

The following prices are currently in effect for use of equipment in our meeting spaces.

Laptop computer	\$ 75.00/day
LCD Projector and Screen	\$ 25.00/day
ELMO Document Camera	\$ 50.00/day
LCD Projector and Promethean Board	\$ 50.00/day
LCD Projector and Smart Board	\$ 50.00/day
Overhead Projector	\$ 25.00/day
Videoteleconferencing equipment (Classroom 106 only)	\$100.00/day

Equipment is not available to be removed from the premises.

Each classroom has white boards, bulletin boards, and cork strips for displaying necessary posters, etc.

Policies:

- The University of Montevallo Department of Continuing Education provides meeting rooms for use by community groups, organizations and small businesses for a nominal fee, when space is available.
- The primary purpose of our facility is to serve the needs of the Alabama Math, Science, and Technology Initiative (AMSTI), the Regional In-Service Education Center, and the University of Montevallo. Functions for these campus entities shall always have priority.
- Groups meeting at this facility may NOT state or imply that the University of Montevallo endorses or supports their organization or business in any way.
- No smoking is permitted in our building including entranceways, hallways, and public restrooms.

Guidelines:

1. The application form must be completed in full and submitted to the Department of Continuing Education office at least seven (7) business days prior to the date requested. The applicant must be at least 21 years of age, have a valid Alabama Driver's License or State-issued photo ID, and will be responsible to see that the premises are used appropriately (as outlined in the application) and all regulations are followed.
2. An application form along with the required non-refundable application fee (\$25.00) and the non-refundable food surcharge (if applicable) must be received before any rooms will be reserved.
3. Total usage fee must be paid in full at least two (2) business days before rooms may be used.
4. In order to reschedule or transfer a reservation without repaying the application fee, cancellations must be made at least two (2) business days in advance of a scheduled meeting.
5. Groups wishing to apply for a series of meetings may submit one application form and one application fee in advance of the first meeting accompanied by a schedule of all future meeting dates and times requested. Fees for each meeting must be paid two (2) business days prior to each meeting.
6. Reservations will not be made for more than six months in advance.
7. Requests for use of equipment, special room set-up, or other special accommodations must be made on the original application form.
8. Rooms are granted on a first-come, first-served basis.
9. Groups of individuals under the age of 21 must have a responsible adult to apply for rooms and sponsor (and also attend) the event.
10. No pets are allowed in the meeting rooms except for service animals. Please note service animals that will be in attendance on the application form as a special accommodation.
11. When severe weather warnings are noted, all building occupants must go to one of the two downstairs classrooms. These are designated severe weather safe areas.
12. Food is permitted in the meeting rooms with prior permission. Please note that there are no kitchen facilities available on the premises and a \$20 non-refundable food surcharge is required in addition to the application fee.
13. Meeting rooms must be left in a clean and orderly condition. Place all garbage in appropriate receptacles and clean off the tops of the tables. Our building staff will remove garbage and vacuum following your event.
14. Users must pay the cost for repairs for any damages to facilities or equipment. The person signing the application form is considered the responsible party for any damages caused while their group is using any meeting rooms.
15. The University of Montevallo is NOT responsible for items left in its facilities.