

NIBE Education and Training Center  
**GUIDELINES FOR RESERVING MEETING ROOMS**

ASHRAE will use the NIBE Education and Training Center to advance ASHRAE's mission and strategic goals as follows:

- Promote ASHRAE as a focal point for leading, organizing, and hosting influential meetings in the built environment.
- Use the NIBE Education and Training Center to build relationships with other organizations.
- Provide a top-tier educational facility and advance the professional development of ASHRAE members.
- Provide a top-tier meeting facility for ASHRAE volunteers.
- Recoup operating costs.

### **NIBE Education and Training Center Facilities**

The ASHRAE headquarters building is a LEED Platinum 'living lab' that demonstrates the potential of sustainable technologies and design in the built environment. The facility hosts 104 of ASHRAE's 108-member staff.

The NIBE Education and Training Center at ASHRAE headquarters features four large training rooms and four conference rooms. An expansive pre-function area provides room for breaks and catered buffet meal service. A catering kitchen provides easy access to coffee services, ice, refrigerators and storage. Wireless Internet access is provided throughout the entire NIBE Education and Training Center. All NIBE Education and Training Center rooms feature power strip tower electrical outlets to support the use of laptops during meetings (computers not provided).

### **Training Rooms**

All training rooms include the following meeting room equipment: Webex Room Kit Plus (Video Call Ready, External Scheduler, Webcam, Projector and Room Mic).

The **Damon and Carolyn Gowan** training room is the largest of the four training rooms. It can be configured as follows:

Capacity of 273 theater style, 102 classroom style, 70 U-shape and 59 conference or hollow square.

The **CISCO** training room can be configured as follows:

Capacity of 93 theater style, 35 classroom style, 24 U-shape and 20 conference or hollow square.

The **Belimo** training room can be configured as follows:

Capacity of 85 theater style, 32 classroom style, 22 U-shape and 18 conference or hollow square.

The **Bell & Gossett** training room can be configured as follows:

Capacity of 93 theater style, 35 classroom style, 24 U-shape and 20 conference or hollow square.

### **Conference Rooms**

All conference rooms except The Setty Family conference room includes the following equipment: Webex Room Kit Plus (Video Call Ready, External Scheduler, Webcam, Projector and Room Mic). The Setty Family conference room includes: Webex Room Kit Mini (Video Call Ready, External Scheduler, Webcam and TV).

The **Price Industries** conference room can be configured as follows:

Capacity of 47 theater style, 18 classroom style, 12 U-shape and 10 conference or hollow square.

The **Climate Master** conference room can be configured as follows:

Capacity of 42 theater style, 16 classroom style, 11 U-shape and 9 conference or hollow square.

The **ClimaCool** conference room can be configured as follows:

Capacity of 37 theater style, 14 classroom style, 10 U-shape and 8 conference or hollow square.

The **Setty Family Foundation** conference room can be configured as follows:

Capacity of 15 theater style, 5 classroom style, 4 U-shape and 3 conference or hollow square.

### **Reservations**

Use of the **NIBE Education and Training Center** by any party is at the exclusive discretion of ASHRAE.

Reservations must be made at least two weeks in advance. Reservation forms and information on meeting facility availability is available from:

Tracy Keller

ASHRAE, Inc.

Tel: 404-636-8400; Email: tkeller@ashrae.org

### **Meal Services**

Meal catering may be provided by third-party catering services. ASHRAE staff can provide recommendations.

Coffee services can be provided by ASHRAE for a nominal fee. Meeting organizers are responsible for arranging and paying caterers and for ensuring caterer's clean-up after meal services.

### **Internet Access**

Complimentary wireless Internet access is provided for all meetings.

## **NIBE Education and Training Center USAGE ELIGIBILITY**

ASHRAE may reject any individual or organization from using the **NIBE Education and Training Center**, or adjust the fee structure, for any reason.

### **Not-For-Profit Organizations and ASHRAE Chapters**

- ASHRAE encourages the use of the **NIBE Education and Training Center** by not-for-profit organizations to help build relationships and position ASHRAE as a leading portal for community conversations about built environment sustainability. Examples include IES, USGBC, AIA, etc.
- Qualified not-for-profit organizations related to the built environment may use the **NIBE Education and Training Center** at the discretion of the EVP.
- Fees:
  - Regular Office Hours Fees: Approved not-for-profit organizations will not be charged a fee for use of the meeting space at the discretion of ASHRAE's Executive Vice President (EVP).
  - After Hours/Weekend Fees: Approved not-for-profit organizations will be charged \$50/hour to offset the cost of overtime paid to ASHRAE staff that remain in the building.

### **For-Profit and Commercial Organizations**

- The **NIBE Education and Training Center** may be used by commercial firms related to the built environment at the discretion of the EVP.
- Disclaimer Requirements – Commercial firms using the ASHRAE facility must take steps to make it clear that ASHRAE does not endorse commercial products or services in any way.
  - Invitation Disclaimer – Any invitation to an event held by a commercial firm must include the following disclaimer: "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
  - Published Material Disclaimer – Any material distributed at an event held at ASHRAE headquarters by a commercial firm that references ASHRAE must state, "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
  - Presentation Disclaimer – PowerPoint presentations made by commercial organizations at ASHRAE headquarters must prominently feature the disclaimer, "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
- Fees:
  - Room rental: \$500 half day; \$1,000 full day including room set, microphones and projectors.
  - Coffee service: \$25 per half day.
  - After Hours/Weekend Fees: Approved not-for-profit organizations will be charged \$100/hour to offset the cost of overtime paid to ASHRAE staff that remain in the building.

### **Alcohol Policy**

- As a general rule, alcohol may not be served in the **NIBE Education and Training Center**. Exceptions may be granted by the EVP.

### **Catering Policy**

- Catering recommendations are available. Fees and logistics are the responsibility of the event organizer.

### **Parking**

Complimentary onsite parking.