



Chemeketa SBDC Tech Hub Request Form

Name:

Email:

Phone:

Affiliation:

Facility/Area: SBDC Tech Hub, Room 202

Event/Purpose:

Requested Date of use:

Time of use:

Fees:

\$40.00 per hour Half-day (\$120.00) Full day (\$225.00)

*After hours usage (Business Hours are **8:00 am – 5:00 pm**): add \$10 per hour*

Media Usage (check all that apply):

- NA Fully functioning instructor workstation with laptop hookups Secure Wi-Fi Network
 LG 75" Flat Screen TV HP Laser Jet Office Printer Telephone (if charges incurred, at user expense)
 8 Dell PC Workstations

Technical and admin support provided. Coffee and water plus set-up provided.

Rental Information:

After submitting the Tech Hub Request Form, you will receive an email response containing your rental fee quote. This is only a quote, and the Tech Hub is not officially reserved until you email back your approval of the quote and sign the Facility Use Agreement. After signing the Facility Use Agreement, you will receive a confirmation and your lab will be scheduled.

A list of attendees and their contact/emergency contact information must be supplied prior to the date of use.

Chemeketa Small Business Development Center
626 High Street NE ● Salem, OR 97301 ● 503-399-5088 ● sbdc1@chemeketa.edu

