



THE Enterprise CENTER
an S.G. Atkins CDC Development

1922 S. Martin Luther King Jr. Drive

Small and Large Conference Room Reservation Form

Please Read Before filling out the form:

Mission Statement

The mission of The Enterprise Center is to be a catalyst for business and community collaborations; provide resources and support for "Green" ventures in the Triad; encourage social entrepreneurship; support economic growth opportunities for small businesses; enhance community health and wellness outreach; and provide experiential learning opportunities for undergraduate and graduate students.

Requesting Space: Please register a week in advance of the event. Please provide a 48-hour notice for cancellations.

Cleaning Charges: The registered group will incur charges as necessary for cleaning if the group does not follow the maintenance guidelines of our Welcome Package.

When you leave the room: Please vacate the room promptly at the end of your meeting time and place all furniture back in its original setting.

Decorating: Decorations are permitted; however, they must be freestanding and may not be attached to walls, partitions, floors, ceilings, windows, blinds, rods, light fixtures, or any other part of the building, furniture, or equipment. This policy has been established to maintain the aesthetic quality of the facilities.

Personal Property Liability Policy

THE ENTERPRISE CENTER DOES NOT ASSUME RESPONSIBILITY FOR ANY DAMAGE OR LOSS TO PERSONAL PROPERTY OR EQUIPMENT. WE CAUTION YOU NOT TO LEAVE PERSONAL PROPERTY OR EQUIPMENT UNATTENDED IN THE CONFERENCE ROOMS.

Date of Event: _____

Conference Room: _____

Reason for Usage: _____

Signature _____

Date _____