

2023 Meeting Room Services:

Board Room (Small Meeting Room)

- * 480 Sq. Ft.
- * Room Dimensions 20ft. x 24ft. x 12ft. ceiling
- * Flexible meeting space is best for small meetings of 10-12 people or less
- * Room is a square shape
- * Room Rental starts at \$ 500 per day or \$300 for a half day (4 hours or less) plus 9.125% City of Los Altos Sales Tax

Innovator Room (Large Meeting Room)

- * 960 Square Feet
- * Room Dimensions 24ft. x 40ft. x 12ft. ceiling
- * Flexible meeting space can be setup in Classroom Style, Conference Style, or in a U-Shape
- * Room is a rectangular shape
- * Room Rental starts at \$ 750 per day plus 9.125% City of Los Altos Sales Tax

AV Equipment – Rental Rates:

Included In Rental Fee:

- * (1) Power Strips
- * (1) Extension Cord
- * Wireless Internet (Wi-Fi)

Available for a Fee:

- * LCD Projector \$ 75.00 per day
- * 10' Screen \$ 50.00 per day
- * Conference Phone (Polycom) \$ 75.00 per day

Ala Carte Beverage Service:

Soft Drink Beverages \$ 4.00 each

Choose from Pepsi, Diet Pepsi, A&W Root Beer, Sunkist Orange, Ginger Ale

Starbucks Brand Coffee \$ 45.00 per gallon

Choose from Regular or Decaf or both