



## Challenger Learning Center of Tallahassee

College of Engineering  
Florida A&M University-Florida State University  
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Thank you for your interest in hosting your event at the Challenger Learning Center, where we've got special events down to a SCIENCE! The Challenger Learning Center is a unique and ideal place to hold many types of events. Our convenient downtown location and proximity to the Capitol make us a great alternative to the standard meeting space. Add to it our "larger than life" options for entertainment and the Challenger Learning Center becomes not only great meeting space, but a great atmosphere for social events as well.

Our facilities may be used for a myriad of different events. Some of these include:

- Business presentations
- Customer & client appreciation events
- Private and public social gatherings
- Special musical concerts
- Guest speakers
- Roundtable meetings
- Networking events
- Business receptions
- Private screenings of IMAX® and Planetarium shows
- And so much more...

Each event is distinct and designed to your individual specifications. We pride ourselves on providing first-class hospitality, and we are committed to making your event as successful as possible. Plus, your unforgettable event helps support our mission of providing exceptional science education opportunities in our community.

Please find enclosed an overview of the CLC's rental program, including venue information and regulations for using our space.

If you would like a see our facilities for yourself, please contact me to schedule an appointment to tour and further discuss how the Challenger Learning Center can meet the unique needs of your event. Site visits can be scheduled by phone (850.645.7777) or e-mail (sreaves@challengertlh.com). Please make an appointment to ensure that the space you are interested in is open for viewing.

Again, thank you for considering the Challenger Learning Center as a possible location for your upcoming event. We look forward to the opportunity of working with you.

Sincerely,

*Samantha Reaves*  
Samantha Reaves  
Facility Rental Coordinator  
850-645-7777  
sreaves@challengertlh.com



## VENUES

### Exhibit Hall

The Exhibit Hall is a 1,730-square-foot multi-use space that boasts an open floor plan to accommodate your larger event needs. The largest space in our building, the Exhibit Hall can accommodate up to 275 guests. Since the Exhibit Hall is in the heart of the building, you may be required to use other spaces, such as Classroom A, Classroom B, or one of our two theatres to accommodate additional guests. Amenities include tables, chairs, and wireless internet access. The Exhibit Hall also provides direct access to the IMAX Theater, Downtown Digital Dome, and Multi-Purpose Room.



### IMAX Theatre

Our IMAX® Theatre is the largest of our venues and is ideal for large presentations or special movie screenings. In addition to seating for 287 people, imagine your business presentation on a screen 5 stories tall and 72 feet wide! The IMAX® Theatre also features an incredible surround sound system. Additional amenities include a podium, spotlight, LCD projector, corded and wireless microphones, wireless internet access, CD audio, and DVD video.

Want to have the whole show to yourself or a group of friends/colleagues? The IMAX Theatre and Planetarium are available for rent to host a private screening of one of our current shows. If you have another title in mind and have a copy of it on DVD, why not view it on one of our big screens? *Special rules do apply.*

### Downtown Digital Dome

Perhaps the most versatile and unique area of the Challenger Learning Center, our all-digital planetarium theatre provides a host of possibilities. With a maximum capacity of 128 persons, the impossible becomes reality when your images and logos are projected onto the 50-foot dome ceiling while presenters take advantage of the LCD projector and wireless microphone opportunities. The stadium-style seating arrangement and acoustical properties of the planetarium theater also lend themselves well to town-hall type meetings, musical concerts, and other special presentations. Amenities include a podium, LCD projector, CD audio, DVD video, spotlight, corded and wireless microphones, a wide range of lighting schemes, and wireless internet access.



### **Classroom A**

Classroom A is an 884-square-foot multi-use space located on the ground floor of the Challenger Learning Center. This room is ideal for many purposes and can host approximately 65 people with tables and chairs arranged in “rounds,” or 100 people “reception” style. Amenities include tables, chairs, roll-down projection screen, LCD projector, podium, wireless internet access, conference call speakerphone, as well as a back room that can be used for materials storage, counter space to serve a buffet-style catered meal, or a catering prep area.



### **Classroom B**

Classroom B is an 814-square-foot multi-use space located on the ground floor of the Challenger Learning Center. This room is ideal for smaller events and can hold approximately 35 people in a classroom style setup. Amenities include tables, chairs, roll-down projection screen, LCD projector, wireless internet access, TV with DVD/VCR player, and podium.



### **Multi-Purpose Room**

Classrooms A and B can be combined into one larger 1700-square-foot space that can accommodate approximately 100 people with tables and chairs arranged in “rounds,” or 150 people reception style. Ideal for larger gatherings, this space can meet many of your event needs. This room includes the same amenities as Classrooms A and B.

### **Conference Room**

Nowhere else in Tallahassee will you get a view like the one from our conference room located on the 2nd floor of the Challenger Learning Center in our administrative offices. Up to 18 meeting participants are seated in high back plush leather chairs surrounding a specially designed, oval shaped glossy wooden table. A handful of additional meeting observers may sit in additional seating along the interior wall of the conference room. The opposite wall is all glass with a spectacular view overlooking beautiful Kleman Plaza, City Hall, and the Capitol building. Other amenities of this room include an LCD projector, roll-down projection screen, wireless internet access, conference call speakerphone, sink, microwave oven, and counter space large enough to handle a buffet-style catered lunch.



## ADDITIONAL INFORMATION AND PRICING

### Venue Capacity

	Seated Capacity	Standing Capacity	Square Feet	Audio/Visual Capabilities	View of Downtown Tallahassee	Daytime Availability
Exhibit Hall	175	300	1,800	✓	✓	✓*
Classroom A	65	100	1,000	✓		✓*
Classroom B	35	50	750	✓		✓*
Multi-Purpose Room	100	150	1,750	✓		✓*
Conference Room	18	n/a	300	✓	✓	✓
IMAX Theatre	287	n/a		✓		
Digital Dome Theatre	128	n/a		✓		
Balcony Cat Walk	50	75	600	✓	✓	✓

\*Limited availability in the summer months.

### Venue Pricing

Facility Rental Rates					
<i>All prices are hourly.</i>	Regular	Non-Profit	University	Private Show	DMR Private Show
<b>Classroom A</b>	\$100.00	\$75.00	\$50.00	N/A	N/A
<b>Classroom B</b>	\$75.00	\$56.25	\$37.50	N/A	N/A
<b>Multi-Use Room (A &amp; B)</b>	\$175.00	\$131.25	\$87.50	N/A	N/A
<b>Conference Room</b>	\$50.00	\$37.50	\$25.00	N/A	N/A
<b>IMAX Theatre</b>	\$300.00	\$225.00	\$150.00	\$750.00	\$1,450
<b>Digital Dome Theater</b>	\$225.00	\$168.75	\$112.50	\$300.00	N/A
<b>Exhibit Hall</b>	\$200.00	\$175.00	\$150.00	N/A	N/A
<b>Balcony Cat Walk</b>	\$100.00	\$75.00	\$50.00	N/A	N/A

\*All prices subject to change. Discretion is given to Challenger Learning Center staff. User may also be charged for set-up and break-down of the event.

## **CHALLENGER LEARNING CENTER OF TALLAHASSEE FACILITY RENTAL RULES AND REGULATIONS**

**Facility Use/Changes/Cancellations.** Permission is granted upon the review of the facility rental form by the Facility Rental Coordinator, payment of the appropriate fee(s) and receipt of the signed contract to abide by the rules established for each facility. Use of the facility is limited to the area reserved for and the specific activity for which it was reserved. Any changes which may affect the stated use must be presented in writing to the Facility Rental Coordinator at least 72 hours in advance of the activity. If changes involve additional fees, those fees must be paid at the time of the request for change.

**Payment.** A 10% deposit is required to secure your rental space. Payment in full is due on the day of the event. Accepted forms of payment are cash credit card, or money order. No personal checks accepted.

**Set-up.** Rentals include limited set-up services for chairs and tables. Check with staff prior to moving any equipment.

**Clean Up.** User will remove all refuse and signs and return the facility to the condition which existed prior to the activity in a timely manner. Failure to do so will cause the assessment of additional fees for clean up and/or the prohibition from further use of CLC facilities. The rental fee includes basic custodial service such as the emptying of trash cans.

**Publicity.** Rental of space does not include the ability to publicize the event on the premises prior to the start time of the rental. All publicity materials posted on CLC premises must be authorized by the Director of the Challenger Learning Center.

**Decorations/Signage.** Must be approved by Facility Rental Coordinator. Tape will not be permitted on painted walls. Windows or exit/entry points may not be blocked. Open flame is not permitted.

**Amenities.** All rentals include the use of tables and chairs, depending on availability. Also included is the use of audio/visual equipment already on site (i.e., LCD projector, conference call phone, TV/VCR/DVD combo, and dry erase boards), depending on availability. The CLC has limited linens available for rental, including white, dinner length banquet linens (\$8) and black, floor-length rounds (\$12). Please note that the CLC does NOT have dishes, cutlery, etc. available for rental.

**Catering.** Only authorized caterers are permitted to provide prepared food and beverages for any event at the CLC. All catering needs must be communicated to the Facility Rental Coordinator before the execution of the facility use agreement.

**Alcohol Policy.** The use or sale of adult beverages at the Challenger Learning Center must be approved by the Director prior to making arrangements for alcohol or bar services with the caterer. Alcohol must be served by a licensed bartender. The serving of alcoholic beverages is permitted only to nonprofit organizations or licensed caterers. If *selling* alcohol, the user is solely responsible for obtaining the required license from the Department of Business and Professional Regulation of the State of Florida. Proof of license must be presented to the Facility Rental Coordinator no less than ten (10) days prior to event. Alcohol will not be permitted to be served if the primary demographic of attendees is 25 years old or younger or are student groups.

**Deliveries.** The CLC cannot accept any deliveries or shipments. All materials must be brought onsite by your vendors or staff on the day of the event.

**Security.** Security service may be required for after hour events and at events where the Director of the CLC deems it necessary. The user is financially responsible for paying any and all security charges. The Facility Rental Coordinator will determine the number of security staff required for the event.

**Indemnification.** The user shall agree to defend, indemnify and hold harmless the Challenger Learning Center of Tallahassee and FAMU-FSU College of Engineering, its officials, agents and employees from and against any and all loss, damage, injuries, action, cause of action or liability of any kind whatsoever resulting from or arising out of the use of the premises and the operations, activities or undertakings of the lessee or any of the user's employees, agents or other persons permitted by user to be on the premises.

**Insurance.** The user shall provide evidence of General Liability insurance covering the event in an amount not less than \$3,000,000 combined single limit. The Certificate of Insurance must name "FAMU-FSU College of Engineering, Challenger Learning Center, its officials, agents and employees as additional insured." A government agency may provide a Certificate of Self Insurance. Any modification or waiver of insurance requirements shall only be made with the written approval of the Director of the Challenger Learning Center or designee. Tax Identification number is required when providing evidence of insurance coverage. Applicants must complete and submit their applications and insurance documents to the Facility Rental Coordinator or designee no later than ten (10) days prior to the activity.

**Compliance with the Americans with Disabilities Act (ADA).** All programs, services and activities shall be offered and conducted without barriers or discrimination. Individuals with a disability shall be allowed to provide their own personal attendant at no additional charge (except to cover the cost for food or materials).

**Parking.** The Challenger Learning Center is not responsible for validating parking, or any special parking requirements. All parking for the attendees shall be the responsibility of the user.

**Content.** All educational programs, activities, exhibits and presentations offered by the Challenger Learning Center are aligned to Sunshine State Standards. No departure from this policy is permitted. The rental guidelines prohibit activities, exhibits or presentations that may be pornographic, exceptionally violent or illegal.

**Equal Opportunity Clause.** The Challenger Learning Center cannot discriminate against any group that wishes to rent the center, as long they adhere to these guidelines. The Challenger Learning Center does not support, endorse, or sponsor such activities, exhibits or presentations by individuals or groups, or the individuals or groups themselves. These activities, exhibits or presentations are solely those of the individual or group and do not represent an offering, endorsement or other association of the Challenger Learning Center.

**Contract.** A rental is not confirmed until a contract signed by both the user and the Director of the CLC is in effect.

**Non-Profit Status.** Certificate of non-profit status must be presented at time of contract signing. In the case where an alcohol permit is required, the non-profit organization listed on the permit MUST be the same organization listed on your CLC facility rental agreement.