Meeting Support Services
The following meeting support services are available for an additional fee and with advanced notice:
• Flipcharts and additional markers  • Phone lines
• Easels

Catering
Several excellent caterers service our location and we are happy to provide you with a suggested list. Clients are responsible for contracting directly with caterers for ordering, setup, delivery and clean up.

Additional Features
• Easy access to I-90 and Route 495
• Restaurants, shopping, and lodging close by
• Ample parking
• Flexible room set-ups and scheduling
• Friendly, reliable staff
• Catering recommendations
• Rooms available 8:30am-5pm unless other arrangements are made

Request a Quote
For more information or to request a quote, contact Kristine Norrman, Campus Director, at 508-281-0300 or knorrman@clarku.edu.
For your next business meeting or event in the MetroWest area, consider Clark University MetroWest Campus facilities. Conveniently located in Southborough, minutes from the Massachusetts Turnpike and I-495, meeting attendees will be steps away from local transportation, hotels and restaurants to meet every budget. We offer several classrooms of various sizes to meet your organizations’ needs. Because these rooms were created to be classrooms, they offer an optimal learning environment for your next training, discussion group, or off site meeting. For more information or to reserve a meeting space, contact Kristine Norrman, Campus Director, at 508-281-0300 or knorrman@clarku.edu.

Training Room Descriptions

Clark Conference Room (Room 105)
An intimate meeting space, the conference room is ideal for a small business group. This windowed room can comfortably accommodate up to 14 people at its mahogany colored oval table with electrical inputs. A small mounted white board and accessories are included. Additional IT and audio visual services are available upon request.

Room 101
Room 101 is an ideal room for larger meetings. This bright, 1100 square foot room can be configured in a number of ways.

<table>
<thead>
<tr>
<th>ROOM 101 CONFIGURATION</th>
<th>SEATING CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom Style</td>
<td>40-45</td>
</tr>
<tr>
<td>Classroom Style (pictured)</td>
<td>65</td>
</tr>
<tr>
<td>“U” Shape</td>
<td>35-45</td>
</tr>
</tbody>
</table>

In addition:
- Chairs may be set up along the perimeter for additional seating
- Tables may be set up along the perimeter to provide room for drinks, food, meeting material, etc.
- Meeting tables can be set up outside the room if necessary for registration and/or meeting materials.

Room 103
Room 103 is a well lit, windowed room that is ideal for trainings where clients utilize multiple laptops. With comfortable cushioned swivel chairs at each station along with individual electrical inputs for the clients laptops or workstations, room 103 can easily accommodate up to 24 people.

Rooms 102 and 104
Rooms 102 and 104 are well lit, windowed, mid-sized classrooms. Room 102 can accommodate up to 40 people, while 104 can accommodate up to 24.

These rooms can be configured in various ways to accommodate the needs and specifics of each client’s group. Additional chairs and tables are available upon request and availability.

Please note: We gracefully ask that at the end of each session rooms be returned to classroom style.

Meeting Space Rental Rates

<table>
<thead>
<tr>
<th>ROOM</th>
<th>HALF DAY</th>
<th>FULL DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>$200</td>
<td>$350</td>
</tr>
<tr>
<td>102</td>
<td>$150</td>
<td>$250</td>
</tr>
<tr>
<td>103</td>
<td>$125</td>
<td>$225</td>
</tr>
<tr>
<td>104</td>
<td>$125</td>
<td>$225</td>
</tr>
<tr>
<td>Conference</td>
<td>$100</td>
<td>$175</td>
</tr>
</tbody>
</table>

* Non profit organizations receive a 10% discount.
* Entire site may be rented as well, contact us for more information.

Amenities

All rooms include:
- WiFi Internet access
- Fax Machine
- Ceiling Mounted Projectors
- 20+ ft whiteboards with markers
- Electronic Control Podiums
- Surround Sound for presentations
- Video conferencing capabilities

Please note: We graciously ask that at the end of each session rooms be returned to classroom style.