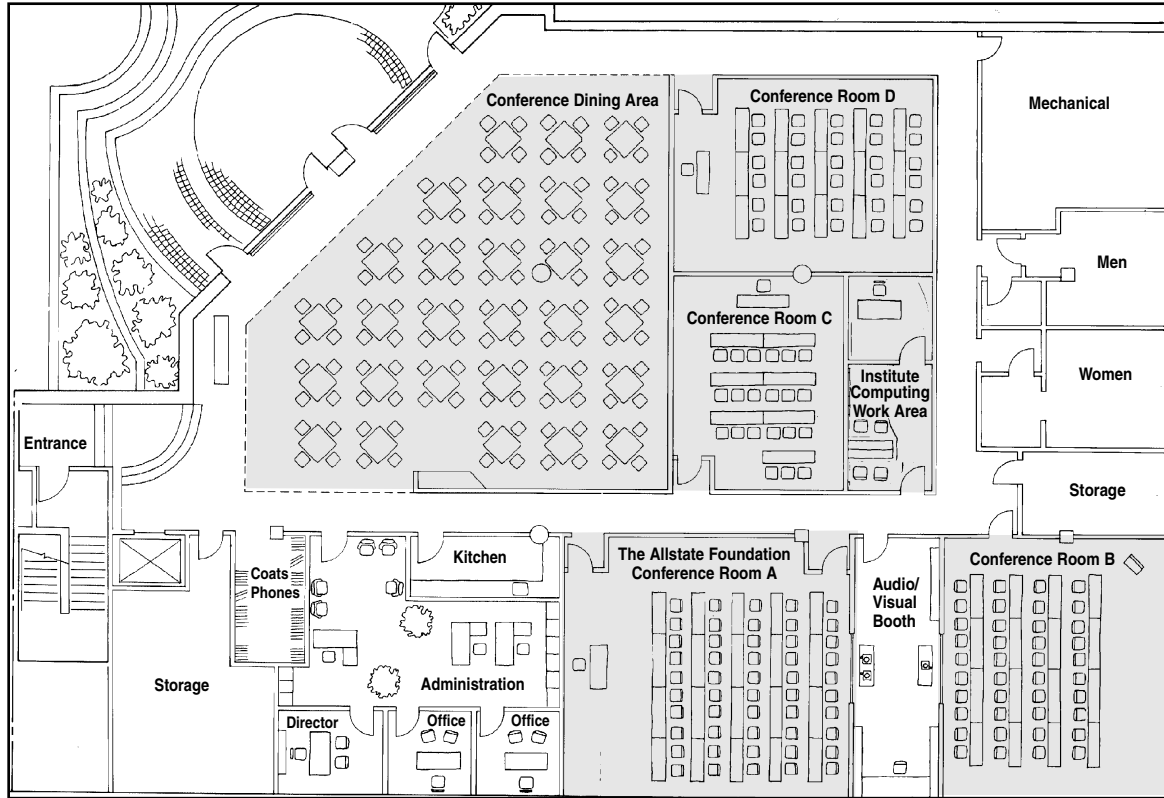


Des Plaines MEETING FACILITIES



Business Conference Center - Dimensions, Capacities & Fees

	Classroom	U-Shape	Hollow Square	Committee	Full Day	Half Day
Conference Room A (30' x 34')	45	20	28	24	\$295	\$174
Conference Room B (30' x 30')	40	16	24	20	\$295	\$174
Conference Room C (20' x 16')	12	10	16	14	\$201	\$128
Conference Room D (23' x 30')	24	12	20	16	\$224	\$143
Conference Dining Area - Seats up to 92 persons					\$480	\$280

Computer Labs - Fees

	Full Day	Half Day
Lab rooms	\$279	\$160
Equipment per person	\$ 53	\$ 32

The Business Institute has its own PC lab available for groups of up to 19. Additional charges may apply for use of outside software packages.

All Business Institute Room Rentals include room set-up, overhead projector and projector screen.

Teleconferences

Several rooms are available for teleconferences. Room charges apply. The fee for teleconferencing is \$303, (includes 30 minutes test time and first 30 minutes broadcast time) plus \$61 for each additional hour.

Catering Service

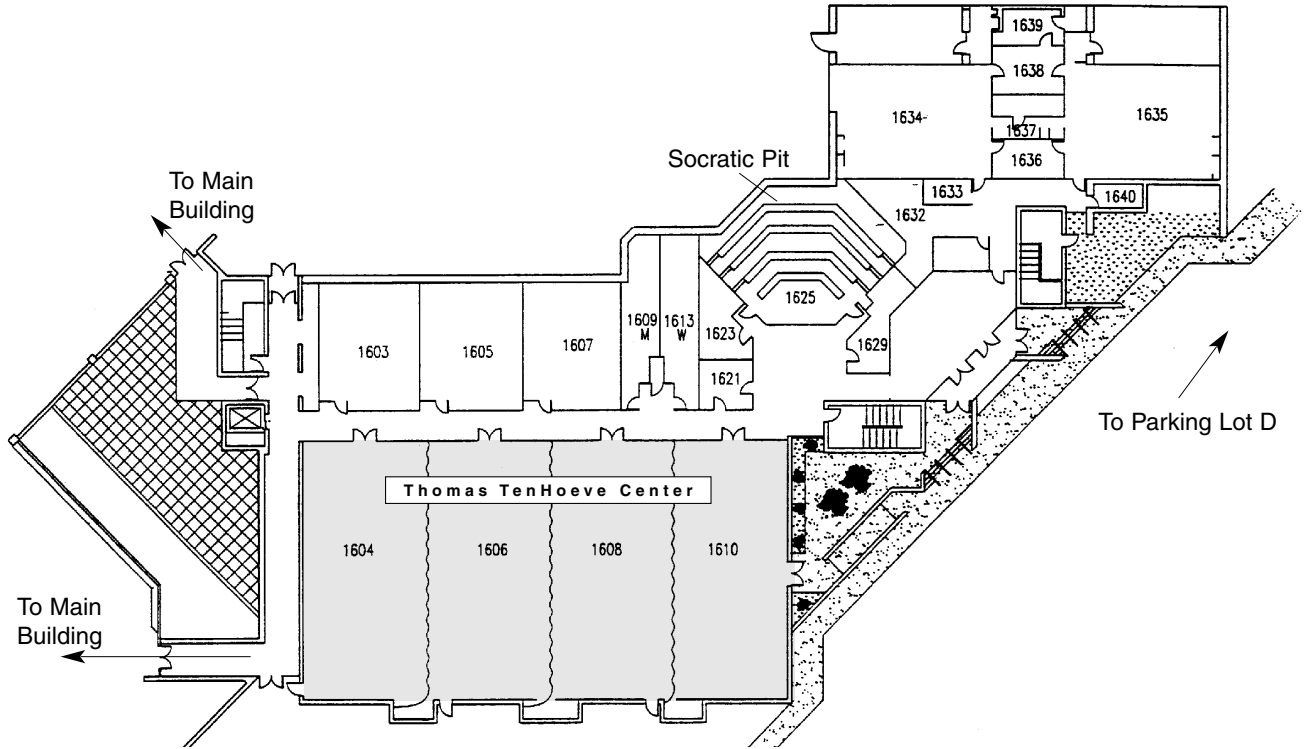
Catering services are available. Please inquire about menus.

Nonprofit Organizations

A 15 percent discount on room rentals is available with proof of non-profit status.



Des Plaines **THOMAS TENHOEVE CENTER**



Thomas TenHoeve Center - Fees

	Full Day	Half-Day/Evening
Room 1604	\$506	\$301
Room 1606	\$480	\$280
Room 1608	\$480	\$280
Room 1610	\$506	\$301
Socratic Pit, Room 1625 (65 seats)	\$254	\$182

Room Capacities and Dimensions

	Classroom	U-shape	Hollow Square	Theater
Per room	45-72	40-60	44-66	160
Entire space	160-350			640

Each room is 33 feet x 65 feet and separated by an airwall that can be moved to combine rooms for a space of 132 feet x 65 feet or 8,992 square feet.



Meeting Space – Des Plaines

Business Conference Center	Full Day	Half Day
Room A (30' x 34' - 45 people)	\$295	\$174
Room B (30' x 30' - 40 people)	\$295	\$174
Room C (20' x 16' - 12 people)	\$201	\$128
Room D (23' x 30' - 24 people)	\$224	\$143
Conference Dining Room (seats up to 92 people)	\$480	\$280
Thomas TenHoeve Center		
Room 1604	\$506	\$301
Room 1606	\$480	\$280
Room 1608	\$480	\$280
Room 1610	\$506	\$301
Socratic Pit Room 1625	\$254	\$182

Equipment Rental

	Full Day	Half Day
27" TV Monitor & VCR Unit	\$160	\$121
One-Gun LCD Projector	\$242	\$132
33mm Slide Projector	\$ 70	\$ 66
Microphones (lavaliere)	\$ 19	\$ 14
Wireless Microphone (hand-held)	\$ 72	\$ 48
Table Microphone	\$ 14	\$ 14
Computer (laptop)	\$151	\$151
Camcorder	<i>Please inquire</i>	
Overhead Projector	<i>Included with room</i>	
Flipchart Pad	\$ 25	\$ 19
12' x 12' Projection Screen	\$ 85	\$ 85
CD Player	\$ 14	\$ 14
Audio Cassette Player	\$ 14	\$ 14
Round Tables	\$ 14	\$ 14
Skirting (registration table)	\$ 23	\$ 23
Tablecloths (each)	\$ 10	\$ 10
Napkins (each)	\$ 1	\$ 1
Piano	\$115	\$115
Speaker Phone	\$ 14	\$ 14
Full Stage Setup	\$ 60	\$ 60
Half Stage Setup	\$ 40	\$ 40

Meeting Room Rental

We have established a competitive fee schedule for all Oakton Community College meeting rooms. Please refer to the Site Schedule to determine the room rental charges that will apply to your meeting.

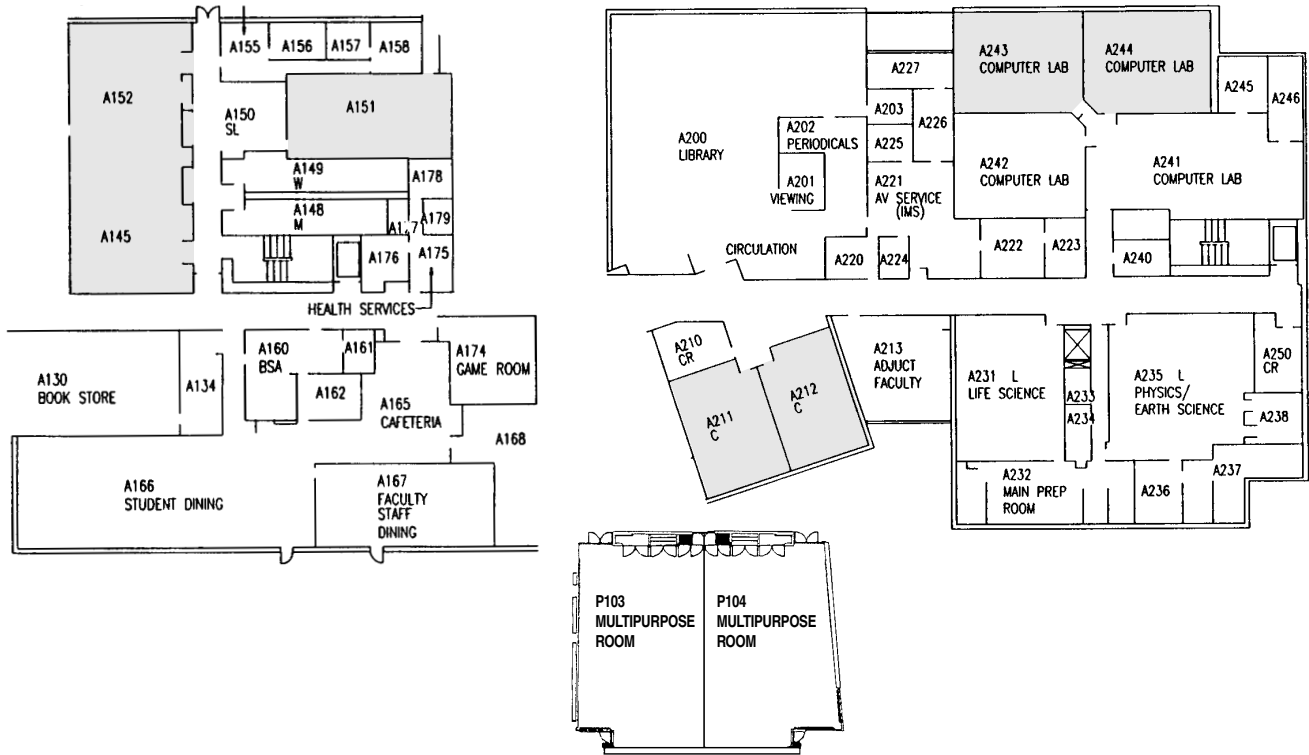
Billing

A master account will be set up for any and all authorized conference-related charges. Your organization will be invoiced for these charges at the conclusion of your meeting. All direct invoiced accounts are payable upon receipt. Advanced deposits are not required, except in special circumstances.



**BUSINESS
INSTITUTE**

Ray Hartstein Campus **MEETING FACILITIES**



Meeting Facilities - Dimensions, Capacities & Fees

Room	Classroom	Theater	U-Shaped	Hollow Square	Full Day	Half Day
A151 (23' x 45')	50	80	25	30	\$201	\$122
A145 (34' x 35')	40	80	30-40	30-40	\$239	\$160
A152 (34' x 35')	40	80	30-40	30-40	\$239	\$160
Acorn Rooms:						
P103 (33' x 53')	60	100			\$368	\$263
P104 (33' x 53')	60	100			\$368	\$263
P103 and P104					\$735	\$525

(Rooms A145 and A152 are connected and both can be utilized for maximum seating capacity of 160.)

All Business Institute Room Rentals include room set-up, overhead projector and projector screen.

Teleconferences - not available on RHC

Catering Service

Catering services are available. Please inquire about menus.

Nonprofit Organizations

A 15 percent discount on room rentals is available with proof of non-profit status.

Meeting Facilities - Fees

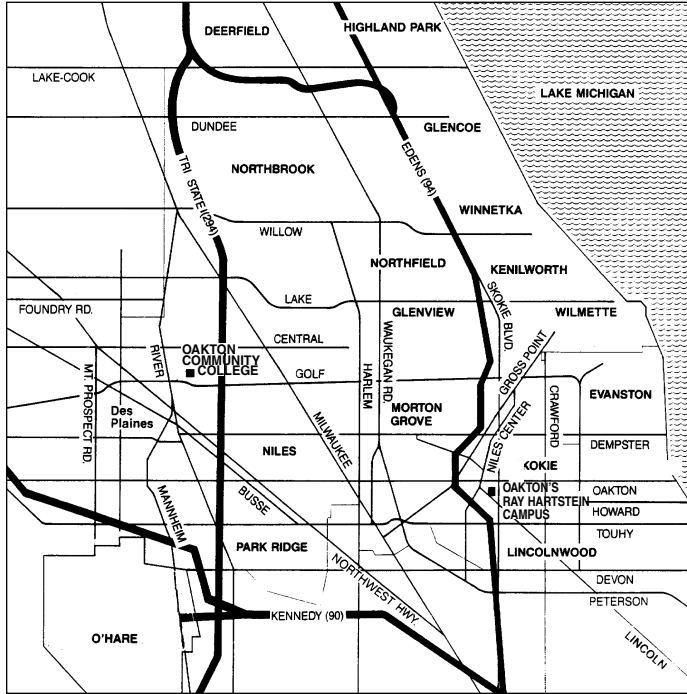
	Full Day	Half Day
Socratic Pit	\$254	\$182
Room C120 and C140 (65 seats)		

Computer Labs - Fees

	Full Day	Half Day
Room A211-A212	\$279	\$160
Room A243-A244	\$279	\$160
Equipment per person	\$ 53	\$ 32

The Business Institute has its own PC lab available for groups of up to 19.

Directions to Oakton Community College's Campuses



Oakton Community College Des Plaines Campus
1600 East Golf Rd., Des Plaines, IL 60016

Via Tri-State Tollway

From North: Take Golf Rd. exit; (East River Rd.) turn left at light at end of exit ramp; turn right on Golf Rd. to College Dr. (right turn).

From South: Exit at Dempster St. West; turn right on Rand Rd. (Rt. 12); turn right on River Rd. (Rt. 45) to Golf Rd.; turn right on Golf Rd. to College Dr. (left turn).

Via Kennedy Expressway

From South: Exit River Rd. North; take River Rd. (Rt. 45) north to Golf Rd.; turn right on Golf Rd. to College Dr. (left turn).

NOTE: There is no exit onto Golf Rd. traveling north on the Tri-State Tollway. You must exit at Dempster St.

Via Public Transportation

Pace Bus No. 208, serving Evanston, Golf Mill, the Des Plaines Metra Station and Schaumburg, stops at the front entrance.

Oakton Community College Ray Hartstein Campus
7701 N. Lincoln Ave., Skokie, IL 60077, 847-635-1400

Via Edens Expressway

From North: Exit Edens at Dempster St. East to Niles Center Rd.; turn right on Niles Center; drive to Lincoln Ave.; turn left on Lincoln Ave. to the Ray Hartstein Campus entrance.

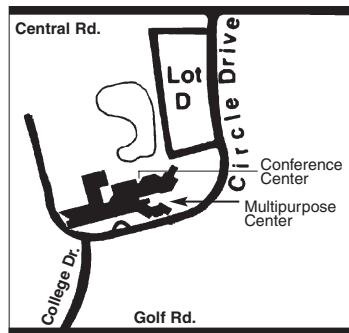
From South: Exit Edens to Touhy Ave. East; drive north on Skokie Blvd. to Lincoln Ave.; turn left on Lincoln Ave. to the entrance.

Via Public Transportation

CTA Bus No. 97 stops several blocks north of the Ray Hartstein Campus at Oakton St. and Lamon Ave.

Pace Bus No. 210 stops at the Ray Hartstein Campus on Lincoln Ave.

Parking at the Des Plaines Campus



The northeast parking lot, LOT D (closest to Central Road), has been designated for the Business Institute's guests.

Clients park in Lot D. Enter building and follow signs to the Business Conference Center; take elevator to the lower level or follow signs to the 1600 rooms.



Specialized Meeting Space

Des Plaines Campus	Full Day	Half Day	Per Hour
Classrooms	\$152	\$152	
Fitness Center (basic fee)	\$559	\$331	\$132
Gymnasium (basic fee)	\$1,191		\$182
Lab Rooms	\$279	\$160	
Use of Equipment (per person charge)	\$53	\$32	
North West Municipal Conference Center Room 104 and 106	\$201	\$120	
Parking Lots	\$800	\$800	
Performing Arts Center (Theater) (285 seats)	\$641	\$533	
Physical Education (multipurpose room)	\$278		\$40
Physical Education Fields			\$87
Socratic Pit, Room 1625 (65 seats)	\$254	\$182	
Student Street (per linear foot)	\$5		

Ray Hartstein Campus	Full Day	Half Day	Per Hour
Classrooms	\$152	\$152	
Lab Rooms	\$279	\$160	
Use of Equipment (per person charge)	\$53	\$32	
Parking Lots	\$800	\$800	
Socratic Pit, Room C120 (65 seats)	\$254	\$182	
Socratic Pit, Room C140 (65 seats)	\$254	\$182	

Evening and Weekend Service	Fees
Monday through Friday after 5 p.m.	\$50
Saturday before 5 p.m.	\$50
Saturday after 5 p.m.	\$275
Sunday (day and evening)	\$275

Additional weekend fees for event manager (\$275) or catering (\$150) may be applied.
Non-Profit Organizations receive a 15 percent discount on space rental.