

Presentation Room – the perfect space for a small to medium-sized board meeting or training seminar

Style:	Conference
Max Capacity:	25 conference
Availability:	8 a.m. – 5 p.m. NOT available after hours or on weekends
Fee Includes:	Use of the space, available seating and audio visual system; room and seating cannot be reconfigured

Employee Parking Lot –

Style:	Parking
Max Capacity:	100 cars (94 regular spaces; 6 handicapped spaces)
Availability:	NOT available for rental during regular business hours (8 a.m. – 5 p.m., M-F)
Fee Includes:	Use of all spaces; if the lot needs to be reconfigured in any manner for the event’s use, additional charges will apply

Visitors Parking Lot –

Style:	Parking
Max Capacity:	38 cars (36 regular spaces; 2 handicapped spaces)
Availability:	NOT available for rental during regular business hours (8 a.m. – 5 p.m., M-F)
Fee Includes:	Use of the Visitors Parking Lot is included in the fees for all other Port Administration Building spaces rented for non-business hour events