



Scott County Partnership

Lifelong Learning Center Procedures for Reserving Meeting Space

The purpose of the Scott County LifeLong Learning Center is to provide a variety of employment and training services to Scott County citizens for the purpose of enhancing their knowledge and skills to ensure maximum employability, self-sufficiency and a higher quality of life.

It is the policy of the Scott County LifeLong Learning Center (LLLC) to provide groups, businesses, and agencies the community with the opportunity to reserve meeting space. There are several areas with varying capacities that can be rented on an hourly basis and we also offer state-of-the-art equipment for your convenience (see meeting space request form).

To reserve your space and/or discuss rates, please call 812-752-7365. We can make your meeting reservation over the phone, or we would be glad to mail or fax a meeting space request form to you. Complete the form, and mail or fax it back to the LLLC. The completed form will be reviewed and you will be contacted to confirm your meeting space and equipment requirements.

Following your meeting, an itemized invoice will be mailed to the billing address indicated on your meeting space request form. Also, we ask that you take a few minutes to provide us with feedback regarding your meeting experience at our facilities (using a form that will be mailed along with the invoice).

Thank you for considering the LifeLong Learning Center for your meetings. We look forward to working with you to ensure you have a positive experience at our center.

Sincerely,

Scott County Partnership

**SCOTT COUNTY
PARTNERSHIP**

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