

# The James E. Brown Center

550 College Drive  
Dalton, GA 30720



The sparkling **James E. Brown Center** is Northwest Georgia's newest and most technologically-advanced conference facility. Located at the north end of the Dalton State College campus, the Center consists of more than 25,000 square feet of comfortable, light-filled meeting space and offers:

- 10 conference rooms, with seating for 10 to 82
- Easy access from I-75, with dedicated parking in an adjoining 200-space lot
  - Ceiling-mounted LCD projectors and PC-equipped instructor stations – *just bring your presentation on a flash drive!*
- Computer labs with high-speed Internet access and wireless technology throughout the Center – *at no additional charge*
- Food service availability, including continuous food break



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**Dalton State**

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An Affirmative Action/Equal Employment Opportunity Institution





Dalton State College Center for Continuing Education  
 James E. Brown Center  
 Conference Facility Rate Information—July 1, 2008 through June 30, 2009  
*Rates subject to change*

All training rooms in the James E. Brown Center are equipped with an instructor station that houses controls for a ceiling-mounted LCD projector, computer, and VCR/DVD player. Room rates *include* use of this equipment and the screen and white board. Flip chart stands with easel pad are available for \$15/day per unit.

<u>Training Rooms</u>	<u>Set-up &amp; Maximum Seating</u>	<u>Daily Rate</u>
Room 105	Flexible arrangement Rectangular tables seating 70-82 Or round tables seating 72	\$330
Rooms 102, 103, 203	Classroom style, seating for 28-30	\$220
Rooms 101, 202	U-in-a-U, seating for 16-25	\$220
<b><u>Computer Labs</u></b>		
Rooms 104, 204	15 stations per room  <i>\$25/hour charge for software installation Software required two weeks in advance of training date</i>	\$275/full day \$150/half day
<b><u>Conference Rooms</u></b>		
Rooms 214, 211	Conference table seating, 8-10	\$100

*25% room rate discount for government and/or non-profit groups*

**Beverage Service**

Coffee, soft drinks \$3/person/day  
\$1.50/person/half day  
Orange juice \$1.50/person/half day  
Bottled water \$1/person

**Breakfast & Breaks**

Pastries & muffins \$3/person  
Mixed seasonal fruit bowl \$1.50/person  
Snacks \$3/person  
*Popcorn, pretzels, cookies, nuts, candy, etc.*

**Lunch & Dinner Options**

*Served with sweet tea, unsweet tea & water*  
Build your own sandwich w/one side and dessert \$9/ person

Chicken salad sandwich w/one side & dessert \$9.50/person

Sandwiches w/two sides & dessert \$10/person

**Lunch & Dinner Options, *continued***

Hot meal: One meat, 2 vegetables, roll & dessert \$11/person  
*Meat = grilled chicken, chicken tenders, roast beef, turkey, ham, barbecue, roast pork tenderloin, hamburger steak, chicken fajita bar & others*  
*Vegetable = green beans, peas, steamed broccoli, mixed vegetables, corn, rice, baked potatoes, mashed potatoes, whole baby potatoes, glazed carrots, side salad, cole slaw, corn soufflé, squash casserole & others*  
*Dessert = assorted cakes, fruit pies, cream pies, brownies, cheesecake & others*

Extra Meat \$2.50/person  
Extra Vegetable \$1.50/person

Paper goods included in catering price

*China, flatware, and linens available are available for an additional charge.*