



ADA'S TECHNICAL BOOKS AND CAFE

Information about Room Reservation Requests

What do we offer?

Nestled cozily in the back of our store is Ada's Community Room--affectionately referred to as The Programming Room. Three of the four walls which surround you in the Programming Room are made of bookshelves filled with more than enough programming books for professionals and enthusiasts alike. Hanging on the fourth wall is a large chalkboard and just below the chalkboard is a bar complete with four stools and a score of pages from an old engineering text.

In the middle of the programming room sits a lovely, hand-crafted table that has been with Ada's since its inception. The table very comfortably seats six, and cozily fits a handful more. Six chairs and the four stools not enough? We have more chairs we're happy to provide for gatherings that fill the Programming Room to the brim.

In addition to the cozy room lined with knowledge, writing surfaces, chairs, and barstools, Ada's offers the use of our projector and screen for multi-media presentations. While the corner of the room has to stay open in order to access the restrooms, we can turn off the music and turn down the lights when a more private setting is desired.

Options

Part of Ada's vision is providing the community access to our Programming Room to host meetings, reading/writing groups, private gatherings, brainstorming sessions, classes or workshops, game nights or coffee hours. In order to do this in a way that respects the needs of all those who visit Ada's, as well as the space with which we have to work, we provide a few different options for using the Programming Room.

1. Everyone is welcome to roll the dice. Want to have an adhoc meeting at Ada's and don't mind a last minute change of venue in the event of a full house? Please come on by. While we won't necessarily be able to provide all the amenities you may like, we will only ask for café patronage during your stay.

2. Have a meeting or event for which you need to ensure the room is available? Would you like to use the projector and screen, or have more than a couple people coming? Submit a Room Request

A Room Request can be submitted either in the store or online. We generally book the room two weeks ahead of time, but are willing to accept requests earlier and will consider them on a case-by-case basis.

Continued on Next Page>



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Information about Room Reservation Requests (cont.)

Potentially Available times:

Generally, these are the times that are available for request

Weekdays: any time, 8am-10pm

Weekends: evenings only, 4pm-close

Available Spaces:

Programming Room: Table Only or Entire Room (Necessary for groups of 7 or more)

What to Pay:

6 or less people, table only

~Weekdays only from 9-3pm (weekends unavailable)

\$25/hr -- Deposit goes towards food from café

~Any Day from 4 pm - close

\$25 for 2 hrs -- Deposit goes towards food from the café

7-12 people, entire room-

~Weekdays from 9-3pm (weekends unavailable)

\$25/hr fee-- NOT a deposit towards cafe items

%15 discount for any café purchase

~Any Day from 4 pm - close

\$25/hr -- Deposit towards food from the cafe

%15 discount for café purchases after \$25

13 or more- extra fees MAY apply

How to Pay:

Once a request has been approved, an Ada's Card for the appropriate amount may be purchased. The card will be used towards café purchases made during the duration of the reservation. Any fees will be charged separately.

Request Form on Next Page>



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Room Reservation Request Form

WHO: Group Name: _____
Number of People attending: _____
Contact Name: _____
Email: _____

WHEN: Date: _____ Time: _____

DETAILS: Requested Space in Store: **Programming Room**

(check one): lunch meeting writing group presentations
other _____

Requested Amenities (check all that apply):

table and chairs (usual set up) chairs only (for lecture/presentation)
chalkboard projector
dimmed/muted speakers (usually on for ambient music)
other _____

Additional Information:

To be filled out by events coordinator:

Approved by _____ Date _____