

**Use of the conference room or warehouse area at the Beaufort County Skills Center**

The Skills Center conference room or warehouse area is available for approved training related to company needs in Beaufort County. Use of the conference room should be scheduled at least two days in advance. To schedule the conference room, call 252.946.3970. The Skills Center conference room has a horseshoe shaped table that can comfortably seat 11 people. The room has 9 additional chairs available for use. You can arrange to have lunch catered or delivered to the Skills Center at your own expense. You will be responsible for preparation and clean up of your catered/delivered meal. The Beaufort County Skills Center houses different business operations. Please be respectful of other tenants. USDA requires documentation of all training done in this facility. A report must be provided by race, gender and ethnicity. Please complete the below spreadsheet. Beaufort County Committee of 100 is an equal opportunity provider and employer.

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Name of person requesting usage

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Dates and times of Usage

Request Usage of (circle one)    Conference Room        or        Warehouse Area

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Business/Company/School

Name of Training Class

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Email address

Phone Number

<b>Training at Beaufort County Skills Center</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
American Indian/Alaskan Native			
Asian			
Black or African American			
Natice Hawaiian/Other Pacific Islanders			
White			
Hispanic/Latino			

*\*Spreadsheet section must be completed and returned within 7 days of training.*

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I have read and understand these conditions (sign and date)

Please return form to Laura Tetterton at [laura.tetterton@beaufortcdc.com](mailto:laura.tetterton@beaufortcdc.com).