

How to Reserve a Room:

A reservation request form must be fully completed and submitted to the Conference Center office before space may be reserved. The form is available in the Conference Center office or an online version is available at http://www.adams12.org/conference_center.

Right to Reassign or Terminate:

The Conference Center office reserves the right to assign, and if necessary, reassign facilities considering the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space. The Conference Center office reserves the right to terminate space when circumstances warrant.

Facilities Available to Reserve:

The following is a list of rooms reserved through the Conference Center office.

Room	Location	Maximum Capacity (theatre style*)
Aspen	Training Center	220
Blue Spruce	Training Center	70
Cottonwood	Training Center	70
Dogwood	Training Center	90
Piñon Pine	Training Center	90
Blue Spruce-Cottonwood	Training Center	160
Dogwood-Piñon Pine	Training Center	200
Aspen-Blue Spruce-Cottonwood	Training Center	400
Aspen-Dogwood-Piñon Pine	Training Center	450
The Training Center	Training Center	500
Juniper	Training Center	24
Miner's Creek	Training Center	80

*Other set-ups are available such as round tables, classroom, U-shape, hollow-square, and most special requests. Capacity will vary depending on set-up style.

Room	Location	Maximum Capacity (Tables and chairs*)
Crestone Peak	ESC	16
Flatirons	ESC	40
Grays Peak-Torreys Peak	ESC	30
Indian Peaks	ESC	10
Maroon Bells	ESC	10
Mt. Evans	ESC	40
Mt. Lincoln	ESC	12
Mt. Massive	ESC	8
Silverton	ESC	20
Snowmass	ESC	24
Sunlight Peak	ESC	12
Alpine Computer Lab	ESC	16
Tin Cup Computer Lab	ESC	16

*Set-ups in rooms in the ESC are the responsibility of the user. Tables and chairs are available to seat the capacity listed.