

Meeting Room Rental

For your next business meeting or event in the Harrisburg area, consider using RCPA's facility, located at 777 East Park Drive, Harrisburg, PA. Meeting attendees will be close to downtown, local hotels, and restaurants, making it a convenient location for your organization's needs.

Small Conference Room

The Small Conference Room is ideal for a small business meeting. Measuring 22' x 16', this windowless room can comfortably accommodate up to 12 people. A wall-mounted 75" monitor gives you the ability to share wireless content from any device through ScreenBeam.



RCPA Conference Center

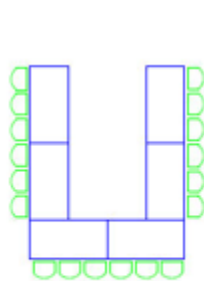
The RCPA Conference Center is an ideal option for larger meetings. With a maximum seating capacity for 70 individuals, this room can be configured in several ways. The windowed room measures 66' x 34'.

The RCPA Conference Center is equipped with:

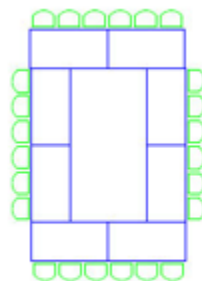
- 120" projection screen
- High-definition laser projector
- Four 65" HD 4K monitors for vivid viewing of content throughout the entire room
- ScreenBeam wireless content sharing (phone, tablet, and PC)
- Video camera with pan, tilt, and zoom wide field of view
- Two 24" x 24" ceiling microphone arrays
- Handheld wireless microphone
- Eight full range in-ceiling speaker audio system
- 16' wide x 12' deep stage with handicap accessibility
- Wireless internet (password protected)

The RCPA Conference Center can be configured in any of the following ways:

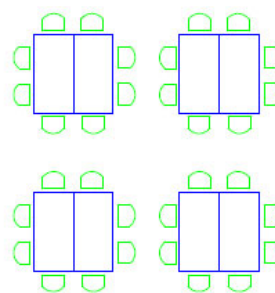
- "U" Shape = 40
- Open Square = 45
- Holiday Set = 60
- Hybrid (see Full Room View on page 4) = 60
- Schoolroom = 64
- Theater Style = 64



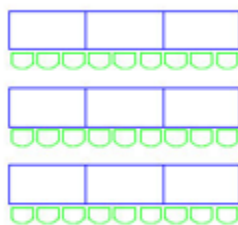
U-Shape



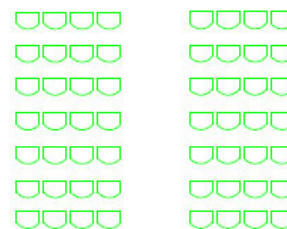
Open Square



Holiday Set



Schoolroom



Theater

Depending upon the configuration selected:

- Chairs may be set up along the perimeter of the room to provide additional seating (maximum capacity of 70).
- Tables may be set up along the perimeter of the room to provide space for food, meeting materials, etc.

Meeting Room Rental Rates

Monday – Friday, 9:00 am – 5:00 pm

	Member	Non-Member
RCPA Conference Center		
Half Day (4 hours or less)	\$125	\$175
Full Day	\$250	\$350
Small Conference Room		
Half Day (4 hours or less)	Free	\$50
Full Day	Free	\$100

Additional Services

- A/V System (RCPA Conference Center only) – \$150
- TV Monitor and/or Webcam (Small Conference Room only) – \$25
- Soda and Bottled Water – \$1.00 per attendee
- Coffee and Tea – \$2.50 per attendee

Stage



Full Room View



Half Room View



Catering

Outside catering may be brought into any contracted meeting space. RCPA will not provide arrangements for catering services. The client is responsible for all ordering, set-up, and removal of catering items.

Local caterers:

- [C&J Catering](#)
- [Strictly Catering](#)
- [The JDK Group Catering & Events](#)
- [Panera Bread](#)
- [Naples Pizza](#)

Parking

We have ample free parking at our location.

Meeting Room Reservations

Reservations will be accepted on a first-come, first-served basis. RCPA requires the final attendance count three days prior to the event date.

Reservation Cancellations

Cancellation notice must be made to [Allison Brognia](#) via email or phone at 717-364-3280. Any cancellations received within less than 24 hours' notice will be charged 50% of the room rental fee.

Contact Us

For more information or to reserve the meeting space, please contact:

Allison Brognia
Event Planner/Accounts Payable Manager
Rehabilitation & Community Providers Association
777 E Park Dr Ste G4
Harrisburg, PA 17111
717-364-3280
Email: abrognia@paproviders.org

RCPA Room Reservation Request Form

Contact/Billing Person _____

Email _____

Phone _____

Name of Organization _____

Address _____

City, State, Zip _____

Room Small Conference Room
 RCPA Conference Center

Event Date _____

Start Time _____

End Time _____

Number of Attendees _____

Beverages Soda/Bottled Water
 Coffee/Tea

RCPA Conference Center only:

Room Setup "U" Shape = 40
 Open Square = 45
 Holiday Set = 60
 Hybrid = 60
 Schoolroom = 64
 Theater Style = 64

A/V System Yes
 No

Small Conference Room only:

TV Monitor/Webcam Yes
 No

Organizer Signature _____

RCPA Signature _____

By signing this agreement the undersigned agrees that the organization renting the conference room will hold their own general liability coverage and will indemnify and hold RCPA harmless as to any damages or awards, including attorney's fees, that relate to any claim or litigation brought by any attendee or heir of any attendee.

The undersigned represents that they have the legal authority to sign this agreement and to indemnify RCPA against any of the above specified claims.