

Learning Community Site Selection

Check List

Required:

- Quality Facility (promotes elite brand)
- Free or Affordable Rental Fee (Less than \$400/wkd)
- Site Personnel Willingness to Negotiate (cost & amenities)
- Nearby Entrance/Exit
- Low Foot Traffic
- Nearby Restrooms
- Adequate and Nearby Parking
- Large Group Meeting Area (w/Tables)
- Breakout Areas (minimum of 2)
- Breakout Areas with Comfortable Seating (ideally couches)
- Movable Tables
- Windows (outside view, natural light)
- Outside Food Permissible
- Wireless Network (including wireless access codes)
- Equipment Access (printer, white screen, microphone, vcr, dvd, tv)
- Kitchen Area and/or Lounge Access (sink, refrigerator, microwave)
- Custodial Access (on-site or phone number)

Preferred:

- Long Standing Relationship w/Facility
- Computer Lab
- Advanced Technology (built in projection and sound)
- Several Restaurants w/in Close Proximity
- Copier Access (reasonable cost—generally .05 per page)
- Concession Access (soda machines and/or snack machines)
- Direct Facility Access (keys or key card issued)
- Free Amenities (coffee, water, etc)—convention centers and hotels will provide this if asked