



Southern
Illinois University
Carbondale

**DUNN-RICHMOND ECONOMIC
DEVELOPMENT CENTER**
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE



150 E. Pleasant Hill Road
Carbondale, IL 62903
(618)536-4451 www.siu.edu/~econdev

MISSION

The Mission of the Office of Economic and Regional Development (OERD) at Southern Illinois University Carbondale is to serve as a catalyst, hub and technical assistance provider for economic, community, and regional development in southern Illinois.

OUTREACH PROGRAMS

- Southern Illinois Entrepreneurship Center (618)453-3806
- Illinois Small Business Development Center (618)536-2424
- Illinois Manufacturing Extension Center (618)453-3829
- Small Business Incubator (618)453-3427
- SouthernTECH (618)453-3427
- Community & Business Services (618)536-4451
- Center for Rural Health and Social Service Development (618)453-1262
- Southern Illinois Research Park (618)453-3427

CONTACT INFORMATION

Entrepreneurship Center
Emily Carter
(618) 453-5755
ecarter@siu.edu

Event Scheduling
Geraldyn Damian
(618) 453-1495
gdamian@siu.edu

HOURS OF OPERATION

Monday - Friday: 8am-4:30pm
Evening & weekend events can be accommodated by request at additional fees.
The Dunn-Richmond Economic Development Center will be closed on designated holidays.

ENTREPRENEURSHIP SERVICES

The Southern Illinois Entrepreneurship Center provides the following services:

- Insert text

The Entrepreneurship Center works with entrepreneurs and small businesses in the following growth stages.

- Start-Up/Emerging (1-18 months)
- Growth/Expansion (18 months-3 years)
- Mature/Prosperous (4-7+ years)
- Transition/Exit

FACILITY SERVICES

Reservations and fee schedule for computer labs, conference rooms and the atrium are available by contacting GERALYN DAMIAN at (618)453-1495 for reservations.

FUNDING

The Dunn-Richmond Economic Development Center is funded in part by the Illinois Department of Commerce and Economic Opportunity in partnership with Southern Illinois University Carbondale.

COMPUTER LAB



- 12 learner computers/1 instructional computer
- High Speed Internet access
- LCD Projector
- MS Office 2003 Professional and Windows XP installed on all computers.

CONFERENCE ROOMS

- Large conference room will seat 100 chairs or 80 chairs with tables. There are two sets of dividing walls in the large conference room that will break down to 2 or 3 separate conference rooms.
- Tables and chairs available for arrangement per client specifications.
- Audio/Visual Equipment is also available.



OFFICE SPACE FOR EMERGING COMPANIES



LIGHT INDUSTRIAL LAB SPACE



FEE SCHEDULE

Cancellation Policy:

Cancellation must be within 24 hours prior to usage date will result in a cancellation fee of \$25.00. Groups/Organizations must return confirmation letter with signature for room reservation to be considered valid.

Scheduling information is available through GERALYN DAMIAN at (618)453-1495 or gdamian@siu.edu

**Fees are subject to change-please contact the Center for any updated changes to the fee structure.*

<i>ROOM</i>	<i>DESCRIPTION</i>		<i>NON-UNIVERSITY RATES</i>	
<i>CONFERENCE ROOMS</i>	<u>Room</u>	<u>Square Feet</u>	<u>Full Day</u>	<u>Half Day</u>
	150	788	\$ 70.00	\$ 40.00
	151	380	\$ 40.00	\$ 25.00
	152	380	\$ 40.00	\$ 25.00

COMPUTER LAB

Max. 12 persons with one instructional computer.

Room with computer usage:

<u>Full Day</u>	<u>Half Day</u>
\$ 130.00	\$ 65.00

ART ATRIUM

The atrium has 11 round tables that will seat a total of 48; 4 tables seat 5 chairs, and 7 tables seat 4 chairs. We can seat a sit down dinner comfortably for 80 people in the art atrium by adding rectangular tables. Seating adjustments can be made depending on the style and type of event.

Art Atrium (luncheon/reception)
 \$ 110.00/ 4 hours
 \$ 25.00 for each additional hour

Catering Kitchen
 \$ 25.00/ 4 hours

<i>ROOM</i>	<i>DESCRIPTION</i>		<i>UNIVERSITY RATES</i>	
<i>CONFERENCE ROOMS</i>	<u>Room</u>	<u>Square Feet</u>	<u>Full Day</u>	<u>Half Day</u>
	150	788	\$ 60.00	\$ 30.00
	151	380	\$ 30.00	\$ 20.00
	152	380	\$ 30.00	\$ 20.00

COMPUTER LAB

Max. 12 persons with one instructional computer.

Room with computer usage:

<u>Full Day</u>	<u>Half Day</u>
\$ 130.00	\$ 65.00

ART ATRIUM

The atrium has 11 round tables that will seat a total of 48; 4 tables seat 5 chairs, and 7 tables seat 4 chairs. We can seat a sit down dinner comfortably for 80 people in the art atrium by adding rectangular tables. Seating adjustments can be made depending on the style and type of event.

Art Atrium (luncheon/reception)
 \$ 85.00/ 4 hours
 \$ 25.00 for each additional hour

Catering Kitchen
 \$ 25.00/ 4 hours

EQUIPMENT AND REFRESHMENTS

FEES

INCIDENTALS

Testing of equipment is required prior to the event.

Equipment:	
Video Conference Equipment:	\$ 25.00/ per hour
TV/VCR or TV/DVD:	\$ 25.00
Overhead Projector:	\$ 15.00
Flipchart:	\$ 5.00
Screen:	\$ 5.00
PowerPoint Projector:	\$ 25.00
Laptop Computer:	\$ 25.00
Podium/Microphone/sound system:	\$ 5.00
Copies:	\$.10 per copy
Faxes:	\$.05 per page (Incoming)
	\$ 1.00 for 1-2 pages (outgoing)
	each additional page is \$0.05

Half day rate are available.

REFRESHMENTS

**No refreshments are permitted in the
computer labs**

Coffee:	\$5.00 per 10-cup pot
Soda:	\$.75 per can
Ice Water:	No Charge
Tea:	\$5.00 Pitcher