



Lab Rental Fees

Pace Community Action Agency computer training lab is available to Non-profit Agencies and area businesses to rent for us with their own instructors. The lab is available Monday through Friday. The rental fee is \$150 for half day training (8:00 a.m. to 12:00 p.m. or 1:00 p.m. to 5:00 p.m.). The rental fee is \$300 for a full day (8:00 a.m. to 5:00 p.m.). An additional hourly fee will be charged for time spent by Pace Community Action Agency staff to customize the lab to your training needs.

Laboratory Workstation Specifications

Number of Student PCs	24 HP Compaq 6005 Pro MT PC
Number of Instructor PCs	1 HP Compaq 6005 Pro MT PC
Processor	AMD Phenom(tm) II X3 B75 Processor
Memory	4 GB RAM
Hard Drive	250 GB
Monitors	20 inch widescreen
Operating System	Microsoft Windows 7 Professional
Desktop Software	Office 2007 Professional SP 2 Includes: <ul style="list-style-type: none">• Word 2007• Excel 2007• Outlook 2007• Access 2007• PowerPoint 2007• Publisher 2007• InfoPath 2007 Internet Explorer 8 Adobe Acrobat Macromedia Flash
Projector	Sony VPL-CX76
Internet Connection	10 MB Down 1 MB Up

Computer Lab Rental Policies and Procedure

Groups who rent our training facilities are responsible for maintaining the condition of the room. Maintenance includes, but is not limited to the following:

1. The renter should contact the Information Systems Office at (812) 882-7927 at least five business days in advance of room use before changing custom configuration of the machines in any way.
2. There will be an additional charge, which includes time and materials if you require a custom setup by Pace technicians.
3. The instructor at the end of class will remove any software installed.
4. The instructor is responsible for returning all existing software to the original configurations.
5. Any instructor installing non-licensed software is liable to the terms of the software agreement.