



Room Specifications and Fees

314 N. Phelps Street
Youngstown, OH 44503
330-941-3092
workforce@ysu.edu
ysu.edu/workforce

Room #	Dimensions	Square Feet	Capacity	Rental Fee 4 hours or less	Rental Fee More than 4 hours
106 Office	12' x 8'	96	1 desk	\$150	\$300
108 Classroom	36' x 18'	648	12 oblong tables 22 seats	\$250	\$400
114 Executive Boardroom	28' x 14'	392	1 conference table 14 seats	\$200	\$400
118 Classroom	41' x 29'	1,189	28 oblong tables 55 seats	\$250	\$400
119 Office	15' x 6'	90	1 desk	\$150	\$300

- Rental Fee is charged daily.
- Internet access is available in each space.
*Guest access will be required for WiFi access
- All rooms are equipped with state-of-the-art technology including instructor laptop and WebEx video conferencing system.
- Laptops are available upon request for student use at no additional charge.
- Flip charts and easels are available upon request at no additional charge.
- Food and beverage must be ordered through YSU's designated caterer.
 - Food and beverage is not included in room rental fee.
 - Menu can be viewed at, <https://ysu.catertrax.com/>
 - Menu selections and event count to be turned into ITWA staff one week prior to event start date.
 - ITWA staff will finalize F&B, at a minimum, 72 hours prior to the event start date.
- An ITWA team member is available to assist with program needs.



