



# John A. Logan College

## Information & Guidelines for Use of The JALC Hancock Conference Center & Training Rooms

John A. Logan College invites you to utilize our facilities for conferences, seminars, trainings, and banquets. JALC provides excellent banquet facilities, easy access, and free parking in a tranquil environment.

### Conference Room Information

- The Conference Center will accommodate up to 525 guests, and consists of four banquet rooms, which may be used separately or opened into larger spaces, according to your needs.
- JALC will provide tables, chairs, internet, and technical needs.
- Room rental fees and/or setup fees may apply.

### Training Room Information

- Training rooms consist of computer labs, classrooms and conference rooms.
- Rooms will accommodate 20 to 175 guests.

### Food Service

Food may be served in designated areas only. No food or beverages is allowed in computer labs. Only food provided by caterers from the John A. Logan College Authorized Caterer's List is allowed, see below:

[http://www.jalc.edu/files/uploads/global/facilities/historical\\_village/pdfs/approved\\_caterers.pdf](http://www.jalc.edu/files/uploads/global/facilities/historical_village/pdfs/approved_caterers.pdf)

### Alcohol Policy

- Alcohol may be served, only according to College Guidelines, found here:

<http://www.jalc.edu/files/uploads/global/facilities/pdfs/adpro306.pdf>.

***For additional information or to schedule an event or training,  
please call 618-985-2828 ext. 8343.***