



300SRP CONFERENCE ROOM INSTRUCTIONS & RESERVATION FORM

Conference Center Rooms are located on the 23rd floor of 300 South Riverside Plaza. Rooms may be reserved Monday through Friday from 8:00 AM - 5:00 PM for meeting purposes only. There is a one hour minimum between conference room reservations.

Conference Center Room Availability:

To check availability of the conference room, please use the following link:

<https://300southriversideplaza.com/portal/conferencecenter/>

Once you have confirmed that your desired date is available on the calendar, complete the Conference Room Reservation form. Once your form is filled out, please submit a request in Building Engines.

Submitting a reservation request can be completed in 4 simple steps:

- In Create Work Order: Select the **Issue Type: Room Rental**
- Select your **Floor/Suite**: Select the conference room you want Room A, Room B, Large (for both rooms) or Theater
- **In Details**: Please enter the date and time of your reservation request, along with a contact name and number for the person who will be onsite using the room. We can get the other information from your reservation sheet.
- **Important - Upload File**: Please upload your completed Reservation Form. This form is required and is used by our team to prepare the conference room for you.

Once you press 'Save' we will automatically receive an email of your request. We will then confirm via email that the request has been received and the reservation is completed, along with any follow up questions.

Conference Rooms are equipped with Wi-Fi, 100" projector screens at 1080p 16:9 aspect ratio and are operable with VGA or HDMI cables. Polycom conference phone is available upon request, additional charges may apply. Conference Rooms A, B, and Large have food preparation areas that include sink and refrigerator.

Features of the Conference Center include:

- 100" Projector Screens - 1080p 16:9 aspect ratio and are operable with VGA or HDMI cables
- Wi-Fi throughout space
- Configurations to your liking (include tables with power connections)
- Large Conference Center which can accommodate 150 people seated theater style
- Food prep area in Large and Small Conference Centers which include sink and refrigerator
- Complete audio-visual system

RENTAL RATES

Room	Less than 4 hours	4 or more hours
Theater	\$250	\$350
Room A or B	\$250	\$350
Large Room	\$300	\$500

****Note Large Room is both rooms A & B combined.****

****General cleaning - vacuuming, cleaning tables, counter-tops, etc. are included in the reservation fee****

****If anything changes prior to your reservation or should you need to cancel, please contact our office no later than 48 hours prior to your reservation date.****



300SRP CONFERENCE CENTER ROOM RESERVATION FORM

TENANT INFORMATION

Company Name:	Floor/Suite:
Contact Name:	Contact Phone:
Contact Email:	

EVENT INFORMATION

Event Purpose:

Proposed Date(s):

Proposed Time(s):

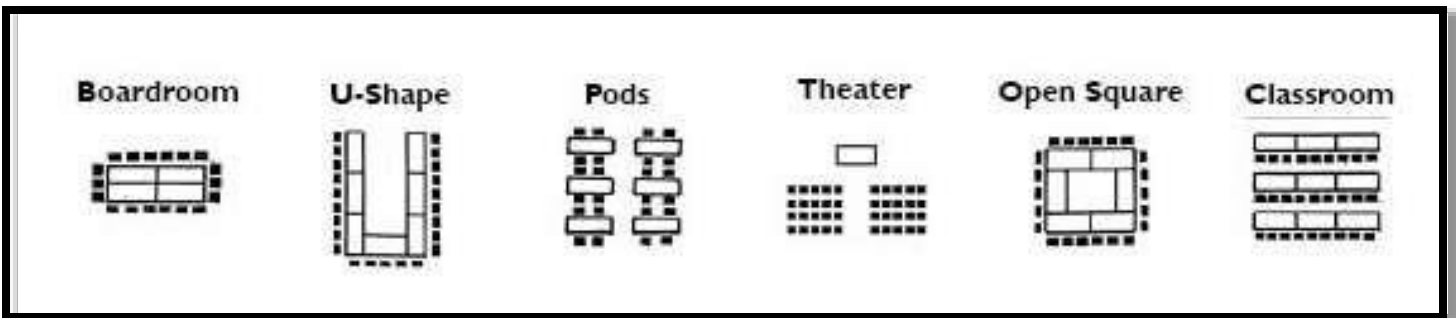
Approximate # of attendees:

Will there be outside guests?
If yes, it will be the tenant's responsibility to enter guests into [iVisitor](#) 48-hours prior to the event date or entry will be delayed or not permitted unless verbal approval is given. Request instructions on how to enter more than one guest into iVisitor if needed.

EVENT DETAILS

Please select the room you would like to reserve:
Please note, rooms A & B make up the Large Conference Center Room.

Please select the room set-up style:
Please see below on the different options and capacities for each setup.



ROOM CAPACITIES

	Boardroom	U-Shape	Pods	Theater	Open Square	Classroom
Theater	n/a	n/a	n/a	42	n/a	n/a
Room A or B	45	25	50	65	25	45
Large	90	50	100	150	50	90

Please note, rooms A and B are identical but conference room B has two walls of windows.

SPECIAL REQUESTS (Cleaning, additional table/chair set-up, etc.)

AUDIO VISUAL NEEDS

Please select your needs:

Podium <i>(Only one available)</i>	
Projector Screen; VGA or HDMI (please circle one)	
Microphone(s) #	Type of Microphone: Handheld or Lapel (please circle one)
Power to all Tables	
Polycom Conference Phone <i>(\$50 additional Fee)</i>	
Paper Flip Charts and Markers <i>(\$30 additional fee per flip chart)</i>	

FOOD SERVICE

It is tenant's responsibility to submit COI and enter in all catering vendors into [iVisitor](#) prior to the event date and to ensure there is someone to receive orders.

Arrival Time	Meal	Vendor Name

AGREEMENT & SIGNATURE

300SRP Conference Center Rules & Regulations

1. Certificate of Insurance is required prior to reservation for all food and IT vendors.
2. Cancellations must be made at least 48 hours in advance.
3. Small appliances are not allowed (i.e. popcorn machine, hotplates, toasters, etc.).
4. Tenants will be billed via monthly rent statement, based on current billing procedures. Prices are subject to change, 300SRP building management will provide notification should prices change. Additional charges for services include, but are not limited to carpet or wall cleaning, revisions to set-up, etc.
5. Signs must be pre-approved by the Management Office prior to the event.
6. Items cannot be hung from ceiling or walls or be set up in the corridor.
7. Doors of the conference room cannot be propped open.
8. **Any new requests or changes made the day of the event will incur additional fees.**

300SRP Conference Center User Agreement

1. I understand that the 23rd floor conference room is the part of the base building and that all tenants within 300 South Riverside Plaza have the right to reserve the rooms.
2. I agree to take all intellectual property with me at the end of each night I have the conference room reserved.
3. I will NOT leave papers on walls, tables, or write important information on the windows. I understand every night that trash is thrown out and the cleaners are not responsible for discerning which documents should be discarded versus left on tabletops. The conference room is cleaned each night.
4. I understand if I do not take papers/items and they are removed / thrown out it is not the responsibility of 300 S. Riverside Management to find and return these items.
5. **A site visit of Conference Center is required in advance of your reservation to confirm setup and IT/AV needs. Please Specify date(s) and time(s) you are available to walk the space. (Ideally 24hr prior; if reservation is on Monday; walk through would occur on Friday. Also, please bring a laptop to the walk through.**

By signing below, as the end user of this conference room, I certify I have read and agree to comply with all 300 South Riverside Conference Center Rules and Regulations and agree to the User Agreement in order to safeguard my company's property which includes equipment and intellectual property.

Signature

Date