

## **Conference Center Information and Reservation Instructions**

The conference center is a multi-use center available for tenants for meetings, seminars and informal social gatherings. The center is located in Tower 2 on the 3<sup>rd</sup> floor, suite 305.

The conference center will hold 70 people in auditorium setting or 50 people in classroom setting. This room also includes an attached kitchen area.

The rooms are available by reservation only by full day or half-day (in 5-hr. increments). Extra amenities available include: A projection screen, podium/lectern (non-amplified), and lobby easels. These are available upon request on the reservation form.

All new tenants and/or current tenants, who have not previously reserved the conference rooms, must complete the Conference Center Rules and Regulations Agreement before the reservation is scheduled (see attached agreement). After the tenant and Property Manager have signed the agreement, the tenant must submit the conference center reservation form (see attached form) and return either by fax or hand delivery to the Management Office.