



CONFERENCE ROOM REQUEST FORM

The Conference Room is located in Tower 1, Suite 260 and offers the following features:

- One analog phone line for internet access
- Large white board/screen and dry erase markers
- Easels available
- Polycom Sound System for Telephone Conferences
- VCR
- Proxima Machine (for Power Point or other computer based presentations)
- Seats 20 in a circle or classroom type seating arrangement
- Coat closet with hangers
- Credenza for serving, distributing materials, etc.

Company _____ Phone _____

Contact _____ Tower _____ Suite _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

Date: _____ From: _____ To: _____

If after-hours access is required:

Name/Company _____ Times _____

Name/Company _____ Times _____

Name/Company _____ Times _____

If after-hours HVAC is required, please also complete the After-Hours HVAC Request.

Other requests:

Tenant acknowledges that there is a \$50.00 minimum charge for usage of the Park Central Conference Room up to 4 hours. Usage over 4 hours is charged at \$100.00 up to one day.

Print Name _____ Title _____

Signature _____ Date _____

Please fill out this form and return it to the Building Management Office in Tower 1, Suite 115 by fax at 303.200.9425, or by email to nichole.depass@am.jll.com.