



CONFERENCE ROOM REQUEST FORM

The Conference Room is located in Tower 2, 2nd floor and offers the following features:

- 2 State of the Art AV Systems
- 2 80 in TV Screens
- Large WIFI Bandwidth for large groups
- Seperate WIFI for Presenter
- Virtual Zoom and Teams Compatible
- Built-in Speaker System
- 2 Wall Mounted Control Panel Systems
- Seats 48 (with additional chairs available)
- Compatible with most laptops
- 2 Microphones, 1 wireless, 1 hand held
- Pre-function Room with 70in TV, sink, ice maker, small refrigerator.

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 standard cleaning and trash removal is provided at no charge. Charges may apply if additional cleaning or trash is required at the discretion of the Management.

Print Name _____ Title _____

Signature _____ Date _____

Please fill out this form and return it to the Building Management Office in Tower 2, Suite 115 by the submit button, or by email to lauryl.lowe@am.jll.com.