

816 CONGRESS CONFERENCE CENTER RULES AND REGULATIONS

- Reservations must be made in advance using the online request system found at: <http://816scheduling.roomzilla.net> .
- Please remember to include time needed to set-up and clear the conference room in your reservation.
- Please be mindful of your reservation start and end time in the event another reservation is booked immediately before or after your reservation.
- If your plans change, please cancel your reservation to allow others to use the room as needed. This can be done via the online request system.
- If you plan a meeting with a large number of people, please advise the Property Management Office so we can make thermostat adjustments if necessary.
- Keys must be picked up from the Property Management Office in order to utilize the conference rooms and this should be done just prior to your reservation start time. If you have an early morning reservation, you may pick up the key the afternoon prior if the room is not in use. The key should be returned on the same day and can be returned to the security desk if the Property Management office is closed. A lost key will result in your company being charged \$100.00 to change the door lock.
- Clickshare Devices must be picked up from the Property Management Office in order to project in the conference rooms. This should be done just prior to your reservation start time. Clickshare devices are to be returned on the same day and can be returned to the security desk if the Property Management office is closed. A lost clickshare device will result in your company being charged \$250 for a replacement.
- The door of the conference rooms should not be propped open at any time.
- No signage may be displayed in the building Conference Center without prior approval from Property Management.
- There is a telephone in each Conference Center. Please contact the Property Management Office if you need assistance with any phone conferencing capabilities.
- The Conference Center should be left in its standard configuration. You are welcome to rearrange the furniture to suit your needs within each room, but furniture is not to be removed into the open/common areas. Following your meeting/event you must return the room to its standard configuration for the next meeting.
- The Open/Common area of the conference rooms are a customer amenity that is to remain open and available to all customers. A room reservation or multiple room reservations will not result in your exclusive use of this area. Furniture is not to be moved into this area for fire safety reasons.
- All trash should be placed in trash containers. If you need additional trash containers please contact the Property Management Office. If you need assistance with trash removal please contact the Property Management Office.

- Moving chairs from one conference room to another will not be allowed.
- Beer and Wine can be consumed in the Conference Rooms at any time after 6PM as long as the doors remain closed and all beverages remain in the Conference Rooms. No hard alcohol can be consumed in the Conference Rooms at any time.
- If you find the Conference Center in poor condition when you claim your reservations, please notify the Property Management Office immediately at 512-354-3740.