

# Tenant Conference Center Rules & Regulations

## **General Information:**

**Hours of Operation:** Monday – Friday 7:00 a.m. – 6:00 p.m.

**Maximum Occupancy:** 49 Attendees

**Boardroom:** 8 attendees      **Training Room:** 44 attendees

1. Tenant Coordinator will be allowed access 30 minutes prior to the meeting to arrange furniture and set-up necessary items. Additional time may be coordinated through the Property Management Office.
2. Should meeting begin prior to 7:00 a.m. or run after 6:00 p.m.; there will be a charge of \$25 per hour to cover overtime air.
3. Building rules and regulations apply within the Conference Center.
4. Restrooms are located on the tunnel level of 1100 Louisiana. Please take the escalators down to the tunnel and the restroom is located directly behind the escalators.

## **Reservations:**

**The conference center is for the exclusive use of 1100 Louisiana tenants.**

- All reservations are on a first come first serve basis.
- All reservations must be requested using the meeting request form and sent to [ashley.adams@hines.com](mailto:ashley.adams@hines.com) and [roseanne.martinez@hines.com](mailto:roseanne.martinez@hines.com) for scheduling. Reservations will be confirmed via email. If you do not receive a confirmation, your meeting has not been scheduled.

## **Equipment provided upon request:**

- Presentation Screen: No charge
- Wireless Presentation Devices (dongles): No charge
- Polycom (boardroom teleconferencing): No charge
- Microphones (training room teleconferencing): No charge
- Standing Podium: No charge
- Dry Erase Board w/markers: No charge
- Flip Chart w/markers: \$15.00 fee
- Complimentary Wi-Fi (included with every meeting reservation)

## **Food Service Area:**

- Conference center is complete with a server station as well as a sink and ice machine; however, there is not equipment for heating or cooling.
- Tenant is responsible for coordinating all catering needs.
- Please note on your meeting request form if box lunches will be served, so additional trashcans/trash pick-ups can be provided.
- Training room occupants have priority use of the server station.

**Condition of Room:**

1. All materials brought into the room should be removed at the end of the scheduled meeting.
2. Additional charges will be assessed if extra care is needed (stains on carpet, marks on wall, etc.).
3. Tape and/or thumbtacks are not permitted for use on any wall or on the tables in the conference rooms.