

FIRST NATIONAL BANK BUILDING CONFERENCE ROOM RESERVATION FORM



FAX TO: Nightingale Realty, LLC
 ATTN: Tenant Services Coordinator
 FAX: 651-222-4158
 PHONE: 651-225-3666

TENANT INFORMATION

TENANT NAME: _____
 SUITE: _____
 TENANT CONTACT: NAME _____
 TITLE _____
 PHONE NUMBER _____
 FAX NUMBER _____
 E-MAIL _____
 TODAY'S DATE _____
 SIGNATURE _____

FOR MANAGEMENT USE ONLY:
 CONFIRMATION:
 Confirmed to Tenant: _____
 By: _____
 Date: _____
 Entered into calendar: _____
 By: _____
 Date: _____

CONFERENCE ROOM REQUIREMENTS

CONFERENCE ROOM _____
 DATE REQUESTED _____
 TIME START _____
 FINISH _____
 NUMBER OF ATTENDEES _____

SEATING REQUIREMENT **Optional Set-ups Applies to Conference Center Training Room, Suite 205 and Suite N110 Only.**
Maximum Seating Capacity listed is for Conference Center Training Room only.

Select One:

- TRAINING (STANDARD SET UP) (Maximum seating capacity is 48)
- CONFERENCE (Maximum seating capacity is 36)
- PANEL (Maximum seating capacity is 46)
- SMALL GROUP (Maximum seating capacity is 40)

* Seating setup may be modified only in Conference Center Training Room, Suite 205 and N110 . These rooms are normally set up in Training Style. Cost to modify setup is \$100.00 billed to tenant. **By signing this form and checking a different set-up, tenant agrees to pay the \$100.00 setup fee.** By: _____

OPTIONS REQUESTED- (Please complete & submit Equipment Check Out Form)

- Speakerphone
- Remote
- Microphone

SPECIAL INSTRUCTIONS - from tenant

CONFERENCE ROOM POLICY

- * By using any conference room the tenant agrees to adhere to the policies and procedures established by Landlord for use of a conference room.
- * Conference rooms are for tenant business use only and are reserved at no charge on a first come, first served basis, based on the date/time stamp on the fax received in the management office.
- * Conference rooms may only be reserved by faxing this completed form to the number above. **ONE RESERVATION PER FORM.**
- * Conference rooms may be booked up to six times during the same calendar month. Additional bookings, in the same calendar month, are not allowed in order to accommodate the needs of all tenants.
- * Conference rooms may be booked up to 6 calendar months in advance of the requested date.
- * Tenant is responsible for leaving the conference rooms neat and clean. Tenant agrees to pay for additional cleanup, if necessary, at a cost of \$75.00.
- * Conference rooms are locked to maintain security. The tenant is responsible for checking out the access card/key to access the reserved room. Please do not prop the main Conference Center Door open but plan to greet your meeting guests as this is a secured area and needs to remain locked. If you need time to set up before and clean up after the meeting then schedule the reservation time accordingly.
- * After hours HVAC is available for conference room usage upon receipt of 24 hr notice and HVAC form signed by authorized person.