



Conference Room PROCEDURES

ATTN: **Weston Commercial Center Tenants**

RE: **Reserve Conference Room**

Dear Tenant:

Please reserve your Conference time by faxing this form (if possible please fax the day before)

**Alternative: If 2800 Conference Room is reserved you can see if 2900 is available)

Company	Print Name	Suite#
Office Phone Number	Alternate Phone Number	Fax Number
Date	Time Start	Time End

2800 Glades Circle - PROVIDED WITH DVD / VHS AND INTERNET CONNECTION

2900 Glades Circle - PROVIDED WITH DVD / VHS AND INTERNET CONNECTION

Keys:

- Keys can be picked up at the leasing office between 9:00 am and 5:00 pm
- Please return keys as soon as possible after you are finished, if you had a late conference please return key the next morning
- **If keys are not returned by next business day charges will apply as scheduled below**

General Information:

- Tenants monthly allowance is 8 hours
- Conference rooms accommodate 10-12 people maximum

Fees: (not applicable at this time)

- Fee for Conference room is \$20/hr (2800 & 2900 Building)
- Fee for Conference room is \$15/hr (small conference room in 2700, 2800 and 2900 Building)

Please put all furniture in place, Erase Black Board Etc after use

Thank you for your cooperation, should you have any questions please feel free to contact me at the number listed below.

APPROVED _____

NOT AVAILABLE _____

ALTERNATIVE _____

TENANT ACCEPTS: yes no

Key Distribution - KEY # _____
LOST KEY \$100 Each

Sign Out _____
Print Name _____ Date _____

Return Key _____
Print Name _____ Date _____

Loren Jo Van de Grift ,Property Management

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