
CONFERENCE AND GAME ROOM POLICIES AND PROCEDURES

Conference Room Usage and Reservation Procedures:

- Metropoint conference rooms are available free of charge, 6 days a week for conducting tenant business only.
- Conference rooms are reserved through Tenant Center, unless otherwise noted.
- Conference rooms can be booked up to forty-five (45) calendar days in advance.
- Metropoint tenants may make one conference room reservation per calendar year which exceeds the 45-day advance notice provision.
- Conference rooms are reserved on a first come, first served basis. Management reserves the right to limit number of reservations per tenant per month.
- Conference rooms in the 600 Building are locked at all times when not reserved. Each room is electronically unlocked 10 minutes prior to start of reservation and locked at the scheduled reservation end time. If time is needed to set up before and clean up after the meeting, please schedule the reservation time accordingly.

600 Building Conference Rooms:

- **Executive Board Room:** Is arranged with a conference table and chairs for 16 and cannot be re-configured.
- **Conference Room #2:** Is arranged in a standard classroom setting for 24 and cannot be re-configured.
- **Conference Room #3:** Is arranged in a standard classroom setting for 44 and cannot be re-configured.

600 Building Game Room:

- The Game Room (Work Hard Play Harder room) is available for reservations M-F, 2:00pm to 9:00pm. Capacity of 35.

300 Building Conference Room:

- 300 Building – Lower Level: Is arranged with a conference table and chairs for 10 and cannot be re-configured. Contact the Management Office for reservation information.

Conference Room Policies:

- Tenants using the conference and game rooms **may not move furniture** and are responsible for leaving the conference room neat and clean. If additional cleanup is required due to tenant's use of the room, tenant agrees to pay a cleanup fee of \$100.00.
- Internet and an overhead projector are available for use at no additional charge. Tenants are responsible for any damage to equipment or loss of the cables, and remote controls which the tenant must check out from the Security Desk prior to your scheduled meeting and returned.
- After hours heating, ventilation and cooling are available for conference room usage after 6:00 pm weekdays or on weekends at the following rates (Request Form on page 18):
 - A/C: \$20.00 per hour plus a setup fee of \$35.00
 - Heat: \$25.00 per hour plus a setup fee of \$35.00
- **Per the fire codes, entrance doors must not be propped open.**

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Conference Room Seating and Amenities:

	Seating Capacity	Telephone Line	Projector	Internet Access	Podium
600 Metropoint: Executive Board Room Conference Room Seating	16	X	X	WiFi	
600 Metropoint: Conference Room #2 Classroom Style Seating	24	X	X	WiFi	X
600 Metropoint: Conference Room #3 Classroom Style Seating	44	X	X	WiFi	X
600 Metropoint: 600 Building Game Room Lounge Area Seating	35			WiFi	
300 Metropoint: Conference Room Conference Room Seating	10				

For Event Catering:

- Corporate Chefs:
 - Food Service Director
 - metropoint@corporatechefs.com
 - (952) 545-2883