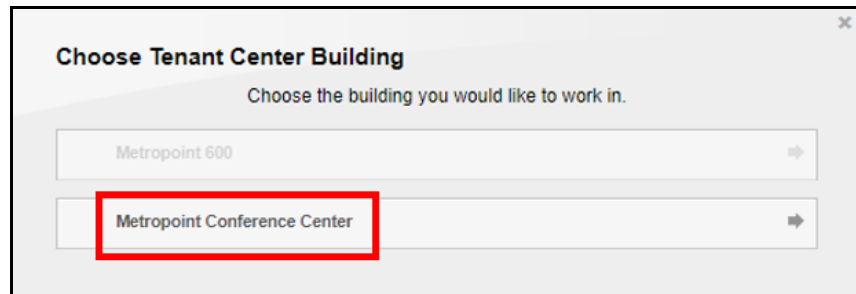


TENANT CENTER - CONFERENCE ROOM RESERVATIONS

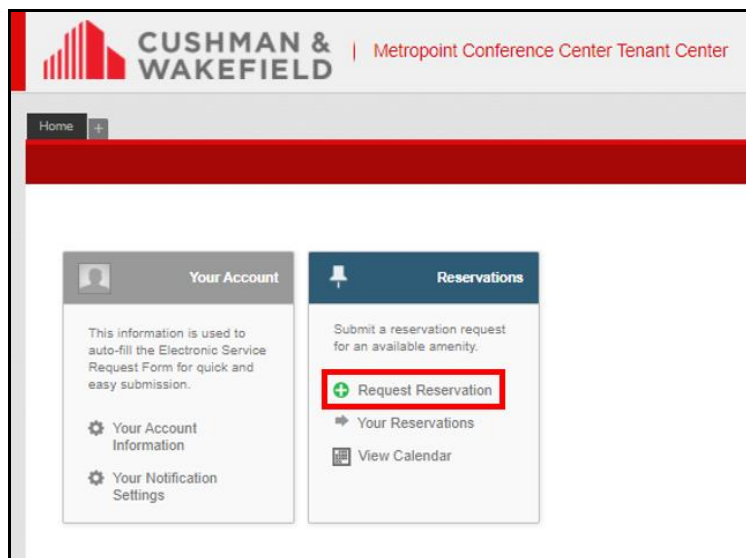
To reserve a conference room via Tenant Center, click on “Choose Your Building” in the upper right-hand corner of the Homepage.



Select “Metropoint Conference Center”.



Click on “Request Reservation”.



TENANT CENTER - CONFERENCE ROOM RESERVATIONS

Select the conference room that you would like to reserve by clicking on "SELECT".

CUSHMAN & WAKEFIELD | Metropoint Conference Center Tenant Center

Home x Reservations +

Request Reservation Your Reservations Reservations Calendar

Request Reservation: Amenity Selection

Please choose an amenity to reserve.

	MP Conference Executive Amenity File: Description: Location: 800 Metropoint, 2nd Floor Maximum Requestable Days: 4 Max Capacity: 16 Reservation Times: Daily 6:00 AM - 9:00 PM Available Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
	MP Conference #2 Amenity File: Description: Room is setup classroom style only. Location: 800 Metropoint, 2nd Floor Maximum Requestable Days: 4 Max Capacity: 24 Reservation Times: Daily 6:00 AM - 9:00 PM Available Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
	MP Conference #3 Amenity File: Description: Room is setup classroom style only. Location: 800 Metropoint, 2nd Floor Maximum Requestable Days: 4 Max Capacity: 44 Reservation Times: Daily 6:00 AM - 9:00 PM Available Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
	600 Building Game Room Amenity File: Description: Location: 600 Metropoint Lobby Maximum Requestable Days: 4 Max Capacity: 35

Enter your Contact Information, Reservation Details, Reservation Time & Dates and select any other amenity details.

Click "SUBMIT".