



METROPOLITAN SQUARE

CONFERENCE CENTER

- Hours of Operation:** Monday through Friday from 7:00 a.m. to 6:00 p.m.
Saturdays: 9:00 a.m. to 1:00 p.m.
(After-hours will be subject to additional HVAC costs)
- Cost For Usage:** \$150.00 - up to 4 hours
\$200.00 - 5 or more hours
- HVAC Cost:** \$85.00 per hour (before 7:00 a.m., after 6:00 p.m. and holidays)
- Cancellation Policy:** \$150.00 charge if not cancelled with at least 24 hours notice
- Space:** Large Conference Room holds up to a maximum of 65 people
Small Conference Room holds up to a maximum of 25 people
Office for private meetings during a conference
Kitchen area with refrigerator, microwave and ice machine
- Amenities:** Wireless Internet Access:
Wireless Speed-Ping 26ms, Download Speed 4.07Mbps,
Upload Speed 4.27Mbps
- | | |
|--|------------------------------------|
| Tables: 26 | Chairs: 73(53 rollers, 20 regular) |
| Ceiling Mounted Projector | |
| Podium | |
| Surround Sound Speakers | <u>Dimensions:</u> |
| Wireless Speaker Phone | Large room- 40'x 25' |
| Dry Erase Boards | Small room- 23'x 21' |
| Coffee and Tea | Entrance- 50'x 15' |
| Soda | |
| (Coke, Diet Coke, Sprite, Dr. Pepper and Diet Dr. Pepper, Mt. Dew, Diet Mt. Dew) | |
| Water is filtered through sink | |

Damage Policy: The space will be evaluated after each conference and any damage or missing item(s) will be charged back to the user.

Reserving Process: Please use 360 Facility to put in your conference requests. Someone from the Management Office will contact you to confirm your date or reschedule if necessary. If you have any questions, please call the Management Office at 314-436-1212.