

Metropolitan Square Conference Center Checklist

COMPANY INFORMATION
Your Company name:
Your Telephone number:
Your Contact(s) Name:
Date(s) would like to use conference center:
Time the room is need: What time you would like the doors opened:
<input type="checkbox"/> Large Conference Room (maximum capacity of 65 people)
<input type="checkbox"/> Small Conference Room (maximum capacity of 25 people)
Number of people and setup: <input type="checkbox"/> Square Shape <input type="checkbox"/> U-shape <input type="checkbox"/> Classroom Style <input type="checkbox"/> Auditorium Style <input type="checkbox"/> Pod Style (If you have any questions on a setup, please contact the Management Office to discuss)
AMENITIES CHECKLIST (please select what you will need in the room the day of use)
<input type="checkbox"/> Polycom Phone (wireless speaker phone)
<input type="checkbox"/> Projector (including cables)
<input type="checkbox"/> use of internet (Wireless internet provided by Wisper Wireless)
<input type="checkbox"/> use of soda/water/coffee/tea
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 attach this form to your request in 360 Facility when acquiring about conference room availability. If you have any questions, please call the Management Office at 314-436-1212.



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