

## Main Lobby Request Form

### Required Request Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Requested Date and Time for Main Lobby use:

**Purpose of Event** (Please select one below)

- Company Party       Wedding       Anniversary Party       Birthday  
 Other (please explain)

**HVAC needed:**

**\$85.00/per hour**

(If yes, please include time needed)

From: \_\_\_\_\_ To: \_\_\_\_\_

**Additional Security Needed**

**Billed at Contractors Rate:**

(If yes, please include time needed)

From: \_\_\_\_\_ To: \_\_\_\_\_

**CMMS Cleaning Personnel Needed**

**Billed at Contractors Rate:**

(If yes, please include time needed)

From: \_\_\_\_\_ To: \_\_\_\_\_

**Damage Policy:** *The space will be evaluated before and after each use. Any damage, including liquid damage (ex: red wine) and plant damage or missing items will be charge back to the client/tenant.*

**Cleaning Policy:** *The space will be evaluated before and after each use. If additional cleaning is required after use of space, client/tenant will be billed \$200.00 dollars plus a 10% administrative fee.*

### Jones Lang LaSalle Manager Approval

- Approved  
 Rejected

Comments:

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

**Reserving Process:** Attach form to your request into 360 Facility or fax to 314-436-7391 when acquiring about the Main Lobby availability. If you have any questions, please call the Management Office at 314-436-1212.