

# Metropolitan Square

## THE FOLLOWING MUST BE COMPLETED TO RESERVE MAIN LOBBY

- **Management Office must be notified with the completed request form no later than 24 hours in advance**
- **Certificate of Insurance must be on file for any vendors or outside contractors (examples: Florists, Entertainment, Suppliers, etc)**
- **Management Office notified of vendor or outside contractor delivery**
- **If parking arrangements are needed Mario Brown w/Central Parking is to be notified**

***Please note, dates cannot be guaranteed, if these requirements are not met, reservation for event will be denied.***

**Reserving Process:** Attach required 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.