



PACIFIC CENTER SUITE 740 CONFERENCE ROOM AMENITY GUIDELINES

The Conference Room is a complimentary amenity for Pacific Center tenants; available Monday through Friday, 7:00am to 6:00pm.

Reservations must be submitted via the ETS Tenant Portal and are considered on a first-come, first-served basis. Your reservation must be approved by Property Management and may not exceed three days in a row.

Booking should be reserved for business-critical meetings or when the room sizes or amenities are essential. Recurring, normal day-to-day and team gathering meetings should be booked in tenants' own meeting spaces. Overbooking or abuse of the rooms may result in limited booking rights.

The Conference Room seats approximately 60 people, depending on the furniture setup. There are 20 tables, and 66 chairs available for use.

Conference Room features are as follows:

- Wi-Fi ("PCTR Conference Room," no password is needed.)
- Large TV screen for presentations
- Small TV screen that can mirror the large screen
- USB and HDMI connection ports
- Three floor electrical ports
- Wireless keyboard and mouse
- Ceiling-recessed speakers
- Conference phone
- Mini refrigerator, trash and recycling receptacles, and countertop space
- IdeaPaint™ wall, markers, erasers, and cleaning solution

While you are using the Conference Room, please follow the guidelines listed below:

Please notify Building Management if you will be having food delivered to the Conference Room. Caterers must provide a valid Certificate of Insurance to Management prior to your reservation.

Do not tamper with any existing cables or equipment.

Doors should be closed while your meeting is in session as a courtesy to the tenants on the 7th floor.

To maintain the aesthetic of the building lobby and 7th floor, we ask that no signage be put up in the common areas. To protect finishes please do not tape, staple, or otherwise adhere paper or signage to walls, doors, or furniture. Damage caused by tenants will result in repair charges and possible limitations on future booking.

After you are finished using the Conference Room, please follow the guidelines listed below:

Be sure to remove all personal items and/or meeting materials.

Please erase all IdeaPaint™ from the IdeaPaint™ wall.

Report any damage to Building Management and Security. There will be a charge for repairing any damages to the Conference Room, its equipment, furniture, walls, and carpet.

Janitorial staff will make every effort to refresh rooms between bookings but may not always be available. Please take care to throw away all garbage, reset chairs, and clean up any obvious messes after your meeting.

Please call Security at (619) 250-6335 so they may perform their closing inspection.

Signature: _____

Date: _____

Print Name: _____

Suite #: _____