



# OVERLOOK III

## Conference Facility Reservation

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date or Dates Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Circle One:

- Will this reservation require a specific Set Up or Arrangement? YES or NO
- *If you answered YES, please attached a diagram.*
- Will you require use of the Audio Visual Equipment? YES or NO
- Will you require use of the Telephone? YES or NO

### Conference/ Training Center Rules:

1. Conference Room Facility usage fees: \$400 for a full day or \$250 for a half day.
2. To reserve the room, email the Conference Room Reservation Form to the [Overlook@goddard-group.com](mailto:Overlook@goddard-group.com)
3. If approved, you will receive an email confirming your reservation or if the date is unavailable. Please allow up to 24 hours to respond to all requests.
4. If you would like the room Set Up to your specific way by our staff please provide us with a diagram of the arrangement. The additional cost for this service is \$150.
5. Conference Facility reservations can be made up to 8 weeks in advance and are on a first come, first serve basis.
6. Conference Facility may be reserved no earlier than 7AM and no later than 6PM. (NO EXCEPTIONS)
7. Any damages to the Conference Facility or the equipment will be the responsibility of the tenant and must be reported - immediately.
8. No cooking in the room.
9. Do not remove furniture or any items from the room. The room will be inspected prior to use and after use.
10. Local calls are free, but tenant will be charged for long distance calls.
11. Cancellation fee of \$50.00 will be charged if cancelled with less than 48 hour advance notification.
12. Charges for the Conference Facility will appear on your monthly statement.

I am authorized to incur charges on behalf of my company. I understand there are charges associated with the Overlook III Conference Room Reservation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

### Below is for Property Management Staff Use only:

\_\_\_\_\_  
Reservation entered on calendar

\_\_\_\_\_  
Set-Up Confirmed

\_\_\_\_\_  
Initialed



# OVERLOOK III

## CONFERENCE ROOM EQUIPMENT CHECK OUT FORM

Company Name: \_\_\_\_\_ Suite#: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date of Check OUT: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Return IN: \_\_\_\_\_ Time: \_\_\_\_\_

### ITEM DESCRIPTIONS


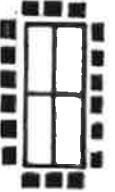
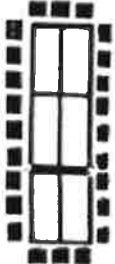

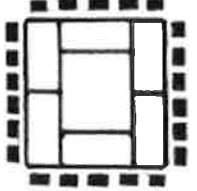
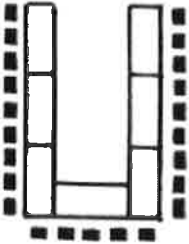
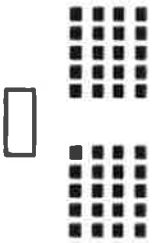
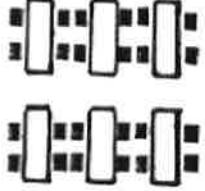
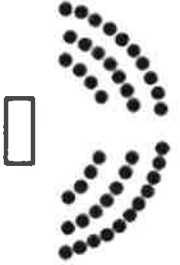
- ☐ Podium Keys (Wireless Headset)
- ☐ Conference Room Telephone
- ☐ Microphone# 1
- ☐ Microphone #2
- ☐ Coffee Container #1
- ☐ Coffee Container #2

*I understand that all items I have checkout out must be returned in good and working condition and my company will be held responsible for any items that are damaged, stolen, or misplaced.*

\_\_\_\_\_  
Signature of Contact listed above

\_\_\_\_\_  
Date:

## Large Meeting Room Setup Options

<p><b>Setup 1</b> 2 tables up to 12 chairs</p> 	<p><b>Setup 2</b> 4 tables up to 18 chairs</p> 
<p><b>Setup 3</b> 6 tables up to 24 chairs</p> 	<p><b>Setup 4</b> 4 tables up to 16 chairs</p> 
<p><b>Setup 5</b> 6 tables up to 24 chairs</p> 	<p><b>Setup 6</b> 7 tables up to 24 chairs</p> 
<p>Auditorium <b>Setup 7</b> podium or table up to 80 chairs</p> 	<p><b>Setup 8</b> up to 9 tables up to 24 chairs</p> 
<p>Semi-circle <b>Setup 9</b> podium or table up to 40 chairs</p> 	<p><b>Setup 10</b> 9 tables up to 27 chairs</p> 