

# 3131 TURTLE CREEK

## Conference Room Reservation Form

Please submit this form to the Management Office via e-mail to: [rcloud@lpc.com](mailto:rcloud@lpc.com)

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\_\_\_\_\_ **\$40 2 hours (minimum)**

\_\_\_\_\_ **\$75 Half Day (up to 4 hours)**

\_\_\_\_\_ **\$150 Full Day (up to 8 hours)**

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

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By signing this form, you are agreeing to the following:

- Cancellations should be made 24 hours prior to the scheduled reservation date to avoid charges.
- All fees associated with this Conference Room Reservation will be billed to the Tenant's next monthly lease statement.
- The Tenant reserving the room will be solely responsible for the cost of repairing and/or restoring any loss, damages and/or thefts with respects to the use of the Conference Room. Further, your company will be solely responsible for the cost of any extraordinary cleaning/janitorial expenses resulting from the use of this Conference Room Reservation.

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

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

*Signature Required*