

3131 TURTLE CREEK

Conference Room Reservation

Please submit this form to the Management Office for all things related to building/garage access. In person to Suite 210 or via e-mail to: kdelarosa@lpc.com

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

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

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

Reservation Date: _____ Reservation Time: _____

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

- All fees associated with this Conference Room Reservation will be billed to your next monthly rent statement.
- Your company 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 your use of Conference Room Reservation.
- Cancellations should be made 24 hours prior to the scheduled reservation date when possible. Failure to do so may result in being charged the full amount of the reservation.

Company Name: _____ Suite #: _____

Contact Name: _____ Contact Phone: _____

Signature Required