

General Conference Room Guidelines Centennial Lakes Office Park

Reservations

Conference room reservations can be made up to ninety (90) days in advance. Please contact the management office at (952) 837-8400 to obtain a log in for booking and access to the calendar.

Weekend reservations are available, but must be booked through the management office by calling (952) 837-8400.

For weekend conference room usage, there will be charge for after-hours HVAC (\$45 per hour). A work order will need to be placed by the tenant in Cove for the after-hours HVAC within 48-hours of use. This ensures that our engineer staff has sufficient time to program the system.

Additionally, there will be a charge for janitorial services to ensure that the room is ready for use on Monday. The cost for weekend janitorial services is:

- **\$236.00 per cleaning**

Housekeeping

Be sure to include time for set-up and clean-up when reserving the conference rooms as they are often booked back-to-back. It is important that the conference rooms are left in a presentable manner for the next meeting. We ask that you appoint someone in your office or within your meeting to straighten up and return the room back to its standard arrangement. If trash needs to be removed at any time during or at the conclusion of your meeting, a work order should be placed via WorkSpeed.

Furniture

Furniture should not be removed from the conference rooms. Tenants may arrange the tables and chairs as needed to accommodate their meeting, but it will need to be returned to its standard arrangement when finished.

Additional chairs are available upon request. To request additional chairs, a work order should be placed via Cove at least 24-hours in advance of your meeting.

General Conference Room Information

There are six conference rooms within the Centennial Lakes Office Park complex as follows:

- **7701 France Avenue South, Suite 115A**
- **7701 France Avenue South, Suite 115-B**
- **7601 France Avenue South, Suite 560**
- **3601 West 76th Street, Suite 25**
- **7650 Edinborough Way, Suite 330**
- **3600 Minnesota Drive, Suite 80**

Full descriptions of the rooms and capacity can be found on the building website at: www.centenniallakes.com.

Conference rooms are open from 6 am – 7 pm Monday thorough Friday. A building card can be used to access the conference rooms outside of building hours.

Items should not be left in the conference rooms overnight. Building management is not responsible for any item left behind in a conference room which may be lost, disposed of, or stolen.