

THE TOWERS AT WILLIAMS SQUARE
CONFERENCE CENTER RESERVATION FORM
PAGE 1 OF 2

Tenant Name: _____

PROPERTY MANAGEMENT USE ONLY

Address: _____

Reservation Acknowledged By:

Contact Person: _____

(Please Print)

(Cousins Properties)

Telephone #: _____

Date Acknowledged: _____

Date of Meeting: _____

Set Up / Clean Up Scheduled By:

Time of Meeting: _____

(Begin - End)

(OneSource Manager)

Number of People Attending: _____

Date Scheduled: _____

(Maximum of 100 people allowed in entire center at one time due to fire code regulations)

SERVICES REQUESTED

PLEASE CHECK ONE:

- Mustang Room _____ \$175/*half day or _____ \$300/entire day
(Seats 90 people in an auditorium setting or 64 people in a classroom setting)
- Maverick Room _____ \$50/*half day or _____ \$75/entire day
(Seats 12 people at one large table or 12 people in 3 groups of four tables)
- Colt Room (Seats 6 people) _____ \$25/*half day or _____ \$50/entire day

*Half days are 7:30a.m. - 12:30 p.m. or 1:00 p.m. - 6:00 p.m. Mon. – Fri., or increments of 5 hours.

CHECK DESIRED SERVICES: * see AImportant Note@ on page 2 regarding telephone charges.

- Base Cleaning (No charge)
- Extra Cleaning (at building management's discretion) (\$50.00 fee)
- Auditorium Setting (seating only) (Seating approx. 90 – Mustang Room)
- Classroom Setting (seating & tables) (Seating approx. 64 – Mustang Room)
- Television / CD / VCR / DVD (No charge)
- Telephone (No charge)
- Overhead Document Camera (No charge)
- Podium / Lectern (non-amplified) (No charge)
- Portable Dry Erasable Marker Board (No charge)
- Flip Chart - Tenant to provide markers /supplies (No charge)

NOTE: One telephone line is available in the Mustang Room. One telephone is available in the Maverick Room and the Colt Room. Tenants must provide a long distance calling card in order to place long distance calls.

TOTAL COST AND TENANT AUTHORIZATION

Number of Days: _____

Rate Per Day: \$ _____

Sub-Total: \$ _____

Extra Cleaning: \$ _____

Total Due: \$ _____

The Management Office will bill your company for rental of the Building Conference Center. No room will be reserved without a fully executed Conference Center Rules and Regulations Agreement on file in the Building Management Office.

IMPORTANT NOTE: *Conference reservation(s) are not guaranteed until the Building Management Office receives this fully completed reservation form and confirms room/time availability.*

Cancellations must be submitted in writing with at least seven (7) full business days notice in order to receive a refund or credit. Cancellations not received within this time frame will result in the tenant being billed for the full reservation/rental fee.

Long distance telephone charges that are not charged to a credit card or phone card will be billed back to you, the tenant. Your signature below acknowledges this policy and tenant agrees to reimburse TIAA Realty, Inc. for all incurred telephone related charges.

Tenant Signature/Acknowledgement of all Terms

Date and time received in Management Office: _____

Reservation request received by: _____