



DAVIES PACIFIC CENTER

CONFERENCE ROOM REQUEST FORM

Date: _____ Tenant: _____ Suite #: _____

Phone: _____ Email: _____

In response to the COVID-19 pandemic, we are implementing additional guidelines for the use of the conference rooms and equipment.

- A flat rate charge of \$50.00 will be billed on the requesting tenant's monthly billing statement for disinfection the conference room furniture, equipment, and additional high touch areas after each use. If multiple conference rooms and/or multiple dates are requested, then the fee will be charged per conference room for each reservation session.
- The requesting tenant is responsible for disposing of all trash and returning any moved furniture to its original floor plan. Additional fees may be incurred if the conference room is not returned to its original condition prior to check-in. Any fees incurred will be billed on the requesting tenant's monthly billing statement.
- Access to conference room amenities such as dry-erase board supplies, television remote, wireless keyboard & mouse are available upon request. These can be signed out at the management office at the time of check-in and promptly returned for cleaning upon check-out.
- The capacity of each conference room has been modified to accommodate for the social distancing.

Large Conference Room (118A): 6 people around the tables.
2 additional people at the opposite ends of the conference room.

Small Conference Room (118B): 2 people at each end of the table.

- The Conference Room Request form must be emailed to dpcmanagement@parallelcp.com at least **2 business days** prior to the requested date.
- Conference Room Hours:

| | |
|-------------------|--------------------|
| Monday – Thursday | 8:00 AM – 5:00 PM |
| Friday | 8:00 AM – 12:00 PM |
| Saturday – Sunday | Closed |

Conference Room Requested: Large (118A) Small (118B)

Date of Use: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

| | | |
|---|----------|----------|
| Requesting the following: | Received | Returned |
| <input type="checkbox"/> Dry-Erase Board Supplies | _____ | _____ |
| <input type="checkbox"/> Wireless Keyboard & Mouse (Large Conference Room Only) | _____ | _____ |
| <input type="checkbox"/> Television Remote (Large Conference Room Only) | _____ | _____ |

Authorized Signature (Tenant or Representative)

Print Name