10 & 120 S. Riverside Plaza Conference Rooms

Amenities

10 S. Riverside Conference Room Suite 840

- Projection Screen
- Ceiling Mounted LCD Projector
- Free Wi-Fi
- Polycom for Outbound Calls
- Adjoining Serving Room/Small Catering Area with a full size refrigerator
- Maximum Capacity
  - Auditorium Style: 50
  - Classroom Style: 40

120 S. Riverside Conference Room Suite 1450

- 2 Projection Screens
- Ceiling Mounted LCD Projector
- Free Wi-Fi
- Polycom for Outbound Calls
- Microphone available to be signed out from Lobby security
- Adjoining Serving Room/Catering Kitchenette with a sink and full size refrigerator
- Maximum Capacity
  - Auditorium Style: 100

Pricing

10. Riverside Conference Room

- $62.00 per use for set-up, cleaning

120 S. Riverside Conference Room

- $124.00 per use for set-up, cleaning

Conference Room Rules

- Please keep noise to a respectable level
- Consumption of alcohol is strictly prohibited
- No loitering in the hallway corridor or elevator lobby
- Do not prop open the public restroom doors

- Sitting on tables is not allowed
- Personal equipment is not allowed
- Please be respectful of the neighboring tenants
- All items left in the room will be discarded

Reservation Procedures

- Create a service request in Building Engines, select Resource Schedule to check availability
- Include the following information: room set-up, number of attendees, date(s), start time(s), end time(s)
- Based on availability, Building Engines will send you an email confirming the reservation
- To test equipment, tenants may reserve the room for one hour at no charge at any available date before the meeting

- Any cancellations must be made in writing to the Office of the Building with at least 24 hours' notice prior to the start time
- Additional fees may be incurred if extra cleaning is necessary
- Tenant is responsible for the cost to repair or replace any damaged furniture or equipment
- Should you have special considerations or questions, please contact the Office of the Building at 312-930-9890