

Conference Room Reservation Request

Please refer to the Conference Room Guidelines before completing this form.

Today's Date: _____

Pinecroft Business Park Tenant Name: _____

CONTACT INFORMATION

Name:	Phone:
Email:	
Alternate Contact:	Phone:
Email:	

MEETING INFORMATION

Meeting Dates:	to	Attendance Number:	<small>Maximum Occupancy: 25</small>
Start Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Meeting Title:			

Note: *If you need additional time for prep and/or clean up, please include it in the start & end times.*

MEDIA SERVICES: Two TV's are in the room for presentations. Two HDMI cords are provided for presentations with multiple computers or an HDMI splitter for one computer. Be sure to check that your computer is compatible. Guest Wi-Fi is available.

FOOD SERVICES

Are you planning on having this catered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please provide the name of the catering company and the main contact.		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <i>The person reserving the room or the designee is responsible for arranging catering. They are also responsible for cleaning up the room (i.e. emptying trash, wiping off tables and chairs and making sure all handouts and materials are removed.)</i>		



By submitting this reservation form to use the conference room, I assume responsibility for the following:

1. Reimbursing Pinecroft, LLC for missing equipment, and repair to room and furnishings for damages, which occur during the duration of my event.
2. Agreeing to abide by the Pinecroft Business Park – Conference Room Guidelines.

Your reservation request has not been finalized until you have received a confirmation email stating that your reservation has been approved. The approval process may take up to 48 hours.

Once you have completed the reservation form, you can either email, fax or hand deliver to:

JMA Commercial Real Estate, LLC
12709 E Mirabeau Parkway, Suite 10
Spokane Valley, WA 99216
amenities@leavittcap.com
Fax: 509.927.5989

For JMA Use Only:

Confirmation Email Sent: _____
Added to PC Calendar: _____
Checked Out Fob: _____