



## G 12 Conference Center

Meeting Rooms are located on the **12<sup>th</sup> floor of the Garage Complex**. The meeting rooms are wired to support nearly every operating system, allowing for a seamless integration of computer, video, and audio equipment. Wireless High Speed Internet Access, a state-of-the-art digital audio/visual system with built in projectors and retractable screens, along with touch-screen audio/visual controls to ensure ease of use for any type of meeting. We also offer a large open area, perfect for gatherings and meal set-ups, the kitchen features 2 refrigerators, ice machine, 2 warming drawer and ample counter space for prep.

### Pearl

- Large Room Divides into 2 separate areas
  - Pearl A- Accommodates **24** People Classroom
  - Pearl B- Accommodates **50** People Classroom
  - Pearl Open- Accommodates **74** People Classroom
- Dual Projectors & Screens
  - Programmed to work together for groups utilizing the entire room, or separately when room is divided. **Tenant must provide their own cord connection.**
- Wi-Fi and Phone service – Please contact Management Office for Password

Room	Hourly Rate	Daily Rate
Pearl A	\$ 75.00	\$ 600.00
Pearl B	\$ 75.00	\$ 600.00
Pearl open room	\$150.00	\$1200.00

### Crockett

- Large Room Divides into 2 separate areas
  - Crockett A- Accommodates **24** People Classroom
  - Crockett B- Accommodates **24** People Classroom
  - Crockett Open – Accommodates **48** People Classroom
- Projector & Screen available in **Crockett A only**. **Tenant must provide their own cord connection.**
- Wi-Fi and Phone service- Please contact Management Office for Password

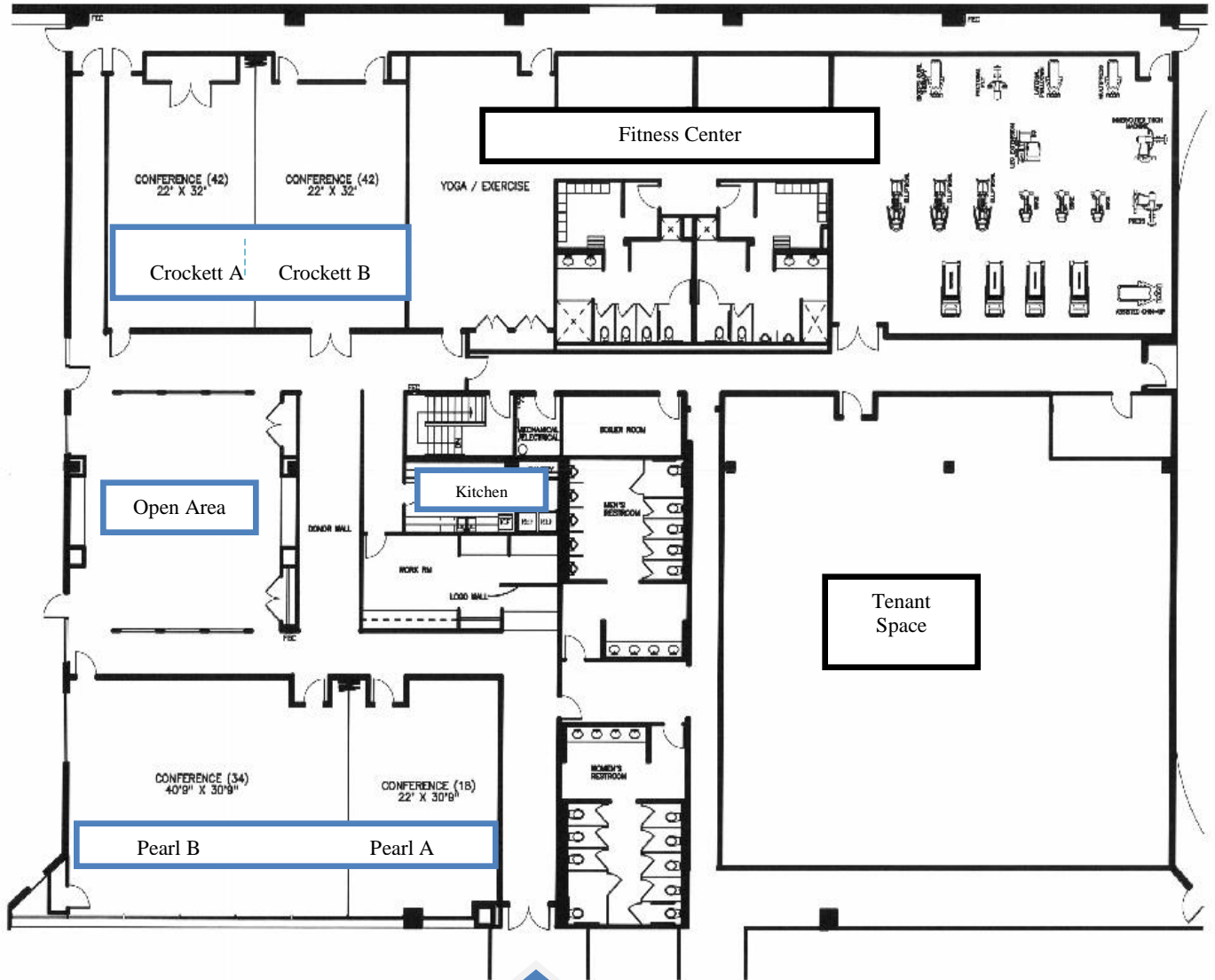
Room	Hourly Rate	Daily Rate
Crockett A	\$ 75.00	\$ 600.00
Crockett B (no A/V)	\$ 50.00	\$ 400.00
Crockett open room	\$125.00	\$1000.00

Please reserve meeting rooms by contacting the Management Office at 214-220-3300 or via email to [jschaffer@mmprop.com](mailto:jschaffer@mmprop.com).

## **The following terms and conditions apply to all room rentals:**

1. The conference rooms are set up classroom style with tables and chairs. Tables and chairs should only be moved by Building Staff to limit damage to the furniture and facilities. Pearl A & B MUST STAY in Classroom style. Crockett A & B can be moved into other shapes.
2. Tenants are responsible for any loss or damage to the conference center, adjoining facilities, or building common areas. Tenants will be responsible for repairs and replacement cost of any damage to the facility itself and or the contents of such. This includes damages to any equipment, furniture, and surfaces including ceiling, walls, floors, or any other property provided by POTA JV, LLC.
3. The Room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles.
4. Be considerate of other conference rooms in use, this includes but is not limited to playing loud music, raising voices above acceptable levels, congregating loudly in the break out area or making any disturbance at a level that is unreasonable under the circumstances. To report disturbances please contact the Management Office immediately at 214-220-3300.
5. Signs may not be posted outside of the meeting room without pre-approval from the Management Office. Use of glitter, sparkles, or similar material is not allowed. The use of fire or open flame of any kind, or any toxic or noxious material is strictly prohibited. Signs or decorations may not affixed to any surface. Any decorations, signage, or props must be pre-approved by POTA JV, LLC.
6. POTA JV, LLC is not responsible for items belonging to Tenants or Tenant's guests that are lost, stolen, or damaged, any personal injuries, property damages, or other liabilities that may be incurred during use of the conference center. Tenant agrees to release indemnity and hold POTA JV, LLC, harmless of any such damages.
7. POTA JV, LLC reserves the right to cancel agreements for non-compliance with any of the rules, terms and conditions set forth in this Agreement.

Please contact the Management Office at 214-220-3300 or via email to [jschaffer@mmpop.com](mailto:jschaffer@mmpop.com) with any questions or concerns regarding the Conference Center.



**Entrance to Conference Center**



Additional Equipment Requested			
Equipment:	Replacement Cost:	Checked Out	Returned
Polycom: SN0004F2F18930 (972) 338-4134	\$700.00		
Polycom: SN0004F2F18CBC (972) 338-4135	\$700.00		
Wireless Microphone: Shure SLX2	\$350.00		
Wireless Microphone Pack Shure SLX1	\$300.00		
Black Easel	\$50.00		

**Equipment Check-out, Pickup, and Return Policy**

**Equipment MUST be checked out & returned to the Management Office M - F 8am - 5pm  
Please make arrangements prior to pick up or returns before/ after hours stated above.**

**Tenant is responsible for the use & care of the equipment for the duration of the checkout,  
including the cost of repair or replacement in the event of loss or damage.**

**Check out:**

\_\_\_\_\_  
Signature of Tenant Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Office Signature

\_\_\_\_\_  
Date

**Return:**

\_\_\_\_\_  
Signature of Tenant Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Office Signature

\_\_\_\_\_  
Date

Please bring completed form to the Management Office to pick up requested items prior to meeting.