
CONFERENCE ROOM RULES & REGULATIONS

- Please check in with Cousins' Management before and after each conference room use.
- **Please put all tables and chairs back in their original locations.** Failure to do so will result in an engineering fee. Photos are available to show correct configuration.
- If the room is used past 5:00 pm, please check out with Security.
- HDMI cable and ClickShare devices are available for checkout through Management.
- If hallway identification signage is needed, a stanchion is available through Management. Please do not post signs on doors.
- Writing on the windows and sticking adhesive notes to the windows is not permitted.
- Doors may not be propped open. This is a fire code violation.
- Please do not remove the projection screen tablet from the wall. Removal of this device will result in a fee of \$2,500.
- Please notify Management if trash or recycling bins become full.
- The adjacent catering kitchen is available for use upon request.
- Please do not leave any food or materials behind.
- If the conference room phone is used please make sure it is plugged back in before you leave.
- Please turn off lights upon departure.
- ***A \$50 fee will be charged for all no shows or reservations not cancelled within 24 hours.***

Thank you for your cooperation!

- Colorado Tower Management