



Conference Room Request

Organizational Name:	Suite #:	Today's Date:	Customer #: C _____	Funding Source _____	Delivery Only: YES
Sponsored Organization Name:					
Requesters Name:			Phone #:	Fax #/Email:	

Subject or Title of Meeting _____ Mtg Start Time _____ # of Attendees _____ Room desired _____

Date of Reservation: _____ Time Requested for Reservation: _____

Month _____ Day _____ Year _____ from _____ (Doors open) to _____ (Doors lock)

Set-Up: Standard Hollow table set-up (please circle): **NO** **YES**
If NO, please attach/or provide specific diagram for set-up.

Coffee: _____ Standard Coffee Service* (**SSO brews the first pot only: client is responsible for additional brewing of pots*)
 _____ Premium Coffee Service*

Cold Drinks: **Soft drinks:** Delivery time #1: _____ # regular _____ # diet _____
 Delivery time #2: _____ # regular _____ # diet _____

Juices: Delivery time #1: _____ # bottles _____ Delivery time #2: _____ # bottles _____

Bottled water: Delivery time #1: _____ # bottles _____ Delivery time #2: _____ # bottles _____

Misc Items: _____ # of Ice water pitcher(s) _____ # of Ice bucket(s)

____ Meeting Planner Package

____ **Small Basic/Medium Rooms:** standard set-up, LCD, sound system w/conf phone and (1) internet access

____ **Plus/Premium Rooms** standard set-up, LCD, sound system w/conf phone, (1) internet access, built-in computer, and lectern

____ SSO laptop computer/Built-in computer _____ Standing podium w/corded mic _____ Extension/Surge cord

____ Built-in LCD projector _____ Standing podium ONLY _____ Easel stand ONLY

____ Sound system w/mics & conf phone _____ Standard Conference phone _____ Paper flip chart stand

____ Wireless hand-held mic _____ Digital tape recorder _____

____ Lapel Mic _____ Portable LCD projector _____ misc: _____

____ Lectern system _____ Portable LCD screen _____ misc: _____

____ Internet access (*circle one: wireless private or hard-wired public*)

Please specify: _____ # of Internet Connections _____ Unlimited Wi-Fi

____ **Video Conferencing Package:**
 (Built-in computer, wifi and built-in camera)

____ # of extra chairs

____ # of extra tables

____ Table & chair in lobby

Tables and Chairs

____ # of 60" Round tables, + set-up

____ # of Tablecloths, (choose: black, navy blue or ivory)

____ # of Table skirting, (choose: navy blue or ivory) _____

*REQUESTOR'S CONFERENCE ROOM REQUEST IS NOT COMPLETE UNTIL REQUESTOR READS AND AGREES TO SSO'S TERMS AND CONDITIONS ON THE FOLLOWING PAGE

SSO USE ONLY	\$	Room Rental (# of hours _____)	\$	Coffee	(7.17) \$ Grand Total Due
	\$	Room Setup Charges	\$	Soft Drinks	
	\$	Restoration Fee	\$	Juice	
	\$	Overtime Fee (before 8:30 am, after 5:15pm, including evenings, weekends & holidays)	\$	Water/Ice	
	\$	Misc:	\$	Audio Visual Equipment	
	\$		\$	Misc. Supplies	
	\$	Room Total	\$	Sub-total	
		\$	5.75% DC Tax		
		\$	Supplies Total		

PLEASE READ CAREFULLY AND ACCEPT SSO's TERMS: (a) To the maximum extent permitted by law, requesting organization shall indemnify, defend and hold harmless SSO from and against losses, claims, damages, or expenses, including reasonable attorneys fees, and third party claims, actions, demands and liability which SSO may suffer, incur, or expend arising out of any act or omission of requesting organization, its employees, agents or contractors, invitees, licensees, or their use of the conference room and its appurtenances. (b) **UNDER NO CIRCUMSTANCES ARE ROOMS TO BE MOVED and/or RE-ARRANGED in any of the conference rooms.** If rooms are re-arranged other than specified per the set-up section on the previous page, you will be liable for any damages and will incur additional **BILLABLE** charges. (c) Rooms are opened as requested on front—please allow setup time if needed. Rooms that are opened or closed and/or coffee requests prior to 8:30am or after 5:15 pm during business days or during any non-business day will be charged **OVERTIME FEES.** (d) Additional charges are imposed if rooms require cleaning and/or restoration. (e) SSO reserves the right to move a meeting to a comparable room if needed. (f) SSO is **NOT RESPONSIBLE** for any items left in room at any time, including overnight. There is a *\$15 minimum charge* for all deliveries to customers. (g) A \$5 charge per bucket and ice tong is charged if not returned.

SSO Outside Clients Only – All rooms are billed unless **written cancellation** (via email or cancellation form will only be accepted) is received **3 full weeks (15 business days)** prior to the start time unless 2 or more rooms are reserved on a single day, in which case 5 full weeks (25 business days) are required. Cancellation requests must be received during business hours (Monday-Friday, 8:30am-5:30pm). All requests outside this time window are considered as the next business day. For outside customers, non-refundable payment is due **3 weeks in advance** or the room is forfeited and cancelled. In the event of inclement weather or other DC Metro Area emergencies, please note that reservations are subject to cancellation by SSO due to building or SSO office closures.

Please check one (SSO Outside Clients Only):

Profit _____ Non-Profit _____ If non-profit, please provide status (ie.) 501(c)(3) etc. _____

Tax Exempt: No _____ Yes _____ ID Number _____

SSO Non-Tenants Only - For building non-tenants with an SSO customer number, all rooms are billed unless **written cancellation** (email or cancellation form will only be accepted) is received **2 full weeks (10 business days)** prior to the start time unless 2 or more rooms are reserved on a single day, in which case 15 working days for non-tenants is required. Cancellation requests must be received during business hours (Monday-Friday, 8:30am-5:30pm). All requests outside this time window are considered as the next business day. For building non-tenants without an SSO customer number, a non-refundable payment is due **3 weeks in advance** or the room is forfeited and cancelled. In the event of inclement weather or other DC Metro Area emergencies, please note that reservations are subject to cancellation by SSO due to building or SSO office closures.

SSO Tenants Only - All rooms are billed unless **written cancellation** (email or cancellation form will only be accepted) is received **2 full weeks (10 business days)** prior to the start time unless 2 or more rooms are reserved on a day, in which case 15 working days' notice is required. Cancellation requests must be received during business hours (Monday-Friday, 8:30am-5:30pm). All requests outside this time window are considered as the next business day. In the event of inclement weather or other DC Metro Area emergencies, please note that reservations are subject to cancellation by SSO due to building or SSO office closures.

Requester's Signature: _____

Please do not tape or otherwise affix or adhere items to the glass walls or glass doors, irregular walls and doors, light fixtures, columns and/or ceiling.

This includes, and is not limited to:

- **Tape (Including Painters Tape)**
- **Flipchart paper**
- **Sticky notes**
- **Cloth backdrop**
- **Any party decorations**