

3131 TURTLE CREEK

Conference Room Reservation Form

Please submit this form with your request for reservation in Impak Solutions.

_____ \$40 2 hours (minimum)

_____ \$75 Half Day (up to 4 hours)

_____ \$150 Full Day (up to 8 hours)

Reservation Date: _____ Reservation Time: _____

By signing this form, you are agreeing to the following:

- Cancellations should be made 24 hours prior to the scheduled reservation date to avoid charges.
- All fees associated with this Conference Room Reservation will be billed to the Tenant's next monthly lease statement.
- The Tenant reserving the room will be solely responsible for the cost of repairing and/or restoring any loss, damages and/or thefts with respects to the use of the Conference Room. Further, your company will be solely responsible for the cost of any extraordinary cleaning/janitorial expenses resulting from the use of this Conference Room Reservation.

Company Name: _____ Suite #: _____

Contact Name: _____ Contact Phone: _____

Signature Required