



Technology Business Center Conference Center Guidelines for Renting Space

PLEASE READ CAREFULLY AND GIVE TO PERSON IN CHARGE OF EVENT

The Technology Business Center reserves the right to limit the usage of the conference space to those organizations sponsoring programs that are consistent with the University Technology Park's mission of moving technology forward through the promotion of life sciences research, technology commercialization and community affairs.

Reservation Procedures:

To reserve a conference room space at the Technology Business Center, a Space Reservation and License Agreement form (contract) must be signed and returned to the property manager's office, c/o Meg Martino.

Food Service:

All arrangements for food services, menu selections and payment must be made directly between sponsoring group and catering firm (to be approved by building management). No sponsoring group may provide its own food or drinks for that group without prior permission. If arrangements have not been made with the caterer to return for cleanup, then the sponsoring group is responsible for cleanup and for the removal of all trash from the building. Failure to cleanup from a given event may result in additional service charges.

Equipment:

The conference center is equipped with user-friendly audio/visual equipment. Building staff is available to assist with set-up if necessary.

Equipment includes:

- ✧ LCD/Video projector for multimedia computer/DVD presentations (excluding Conference Room B)
- ✧ Motorized projection screen

The following equipment is also available upon request:

- ✧ 60-inch flat screen television
- ✧ Podium
- ✧ Polycom conference phone with auxiliary microphones

Internet Access:

Each space in the conference center facility is equipped with a data port enabling access via a CAT 5 cable. Additionally, wireless access is available in all of the building common areas. Illinois Institute of Technology faculty, staff and students can access the wireless directly with



their university administered IP addresses. All other guests need to check in with building management to obtain a username and password in order gain wireless access.

Facilities:

Restrooms are located on the west end of each level just beyond the passenger elevators.

Parking:

Metered parking is available to all visitors, and is located along Federal Street north and south of 33rd Street, and in the Visitor's Parking Lot (Lot A4) located at 32nd Street and State Street, on the east side of State Street.

METERS - The current meter rate is \$0.50/ 15 minutes. Max times are noted on each meter and vary by location.

SELF-SERVICE PAY LOTS - Lots A4 and D5-V are managed by a paybox. The paybox accepts bills and coin, issues a ticket (visitor permit), which should be visibly displayed on the vehicle dashboard. The hourly rate is \$2.00 with a maximum of \$10.00 (Day Pass).

Additionally, the Technology Business Center has two visitor spots located in the small lot at Dearborn and 35th Street. Please contact building management to reserve one of these spots at least 24-hours prior to needing it.

Policies:

- ◇ All trash must be removed from the building after your event. Rooms left in poor condition will be assessed a cleaning fee. Some events may require additional custodial staffing at client's expense.
- ◇ Furniture may NOT be moved within or removed from conference rooms without the prior permission of building management and NOTHING MAY BE TAPED TO WALLS OR DOORS.
- ◇ All exit doors and aisle ways must be kept clear and unobstructed during events.
- ◇ The Technology Business Center is a smoke-free environment.

Services:

Arrangements to store materials, boxes or equipment overnight should be made with building management.

Cancellations:

Cancellations should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events. Failure to notify building management of cancellations may result in a cancellation fee.