

## Conference Room Request

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

Subject or Title of Meeting			Mtg Start Time	# of Attendees	Room desired
<u>Date of Reservation:</u>			<u>Time Requested for Reservation:</u>		
_____			_____		
Month	Day	Year	from _____	to _____	
			(Doors open)	(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 Delivery time #2: \_\_\_\_\_ # regular  
\_\_\_\_\_ # diet \_\_\_\_\_ # 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) \_\_\_\_\_

<b>Meeting Planner Package</b> <i>(standard set-up, LCD, sound system w/conf phone and (1) internet access)</i>			<b>Please choose one:</b>			<b>3hrs</b>	<b>4hrs</b>	<b>8hrs</b>		
<input type="checkbox"/> SSO laptop computer	<input type="checkbox"/> Standing podium w/corded mic	<input type="checkbox"/> Extension/Surge cord								
<input type="checkbox"/> Built-in LCD projector	<input type="checkbox"/> Standing podium ONLY	<input type="checkbox"/> Easel stand ONLY								
<input type="checkbox"/> Built-in LCD screen ONLY	<input type="checkbox"/> Standard Conference phone	<input type="checkbox"/> Paper flip chart stand								
<input type="checkbox"/> Sound system w/mics & conf phone	<input type="checkbox"/> Digital tape recorder	<input type="checkbox"/> misc: _____								
<input type="checkbox"/> Wireless hand-held mic	<input type="checkbox"/> Portable LCD projector	<input type="checkbox"/> misc: _____								
<input type="checkbox"/> Lapel Mic	<input type="checkbox"/> Portable LCD screen									
<input type="checkbox"/> Internet access <i>(circle one: wireless private or hard-wired public)</i>										
Please specify: <table border="0" style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td style="text-align: right;"># of Internet Connections</td> <td style="text-align: right;">Unlimited Wi-Fi</td> </tr> </table>									# of Internet Connections	Unlimited Wi-Fi
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**Tables and Chairs**

_____ # of 60" Round tables, \$9/table + set-up	_____ # of extra chairs
_____ # of Tablecloths, \$8/cloth (choose: navy blue, ivory or white)	_____ # of extra tables
_____ # of Table skirting, \$10/table (choose: navy blue or gray)	_____ Table & chair in lobby

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

S S O  U S E  O N L Y	\$	Room Rental (# of hours _____)	\$	Coffee	<div> <div></div> <div>(3.15)</div> </div>
	\$	Room Setup Charges	\$	Soft Drinks	
	\$	Restoration Fee	\$	Juice	
	\$	<b>Overtime Fee</b> (before 8:30 am, after 5:15pm, including evenings, weekends & holidays)	\$	Water/Ice	
			\$	Audio Visual Equipment	
	\$	Misc:	\$	Misc. Supplies	
	\$				
	\$		\$	<b>Sub-total</b>	
		\$	<b>5.75% DC Tax</b>		
		\$	<b>Supplies Total</b>		
	<b>Room Total</b>			<b>Grand Total Due</b>	

**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** - Rooms are billed unless **written cancellation** is received **15 FULL BUSINESS DAYS** prior to the open time unless 2 or more rooms are reserved on a day, in which case 20 full business days for outside clients is required. For outside clients without an SSO customer number, a non-refundable payment is **DUE 3 WEEKS IN ADVANCE** or the room is forfeited and cancelled. **RESERVATIONS ARE SUBJECT TO CANCELLATION WITH 48 HOURS NOTICE BY SSO.** In the event of inclement weather or other DC Metro emergency, reservations are subject to cancellation by SSO due to building or office closures.

**Please check one:**

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

Tax Exempt: No \_\_\_\_\_ Yes \_\_\_\_\_ ID Number \_\_\_\_\_

**SSO Non-Tenants Only** - Rooms are billed unless **written cancellation** is received **7 FULL BUSINESS DAYS** prior to the open time unless 2 or more rooms are reserved on a day, in which case 15 full business days for non-tenants with an SSO customer number is required. **RESERVATIONS ARE SUBJECT TO CANCELLATION WITH 48 HOURS NOTICE BY SSO.** In the event of inclement weather or other DC Metro emergency, reservations are subject to cancellation by SSO due to building or office closures.

**SSO Tenants Only** - Rooms are billed unless **written cancellation** is received **2 FULL BUSINESS DAYS** prior to the open time unless 2 or more rooms are reserved on a day, in which case 10 full business days for tenants is required. SSO tenants receive SSO Tenant rates for conference rooms as long as the tenant organization is using the meeting space. **SPONSORSHIPS OF OUTSIDE GROUPS ARE SUBJECT TO Outside Colleague Rates (OCR).** **RESERVATIONS ARE SUBJECT TO CANCELLATION WITH 48 HOURS NOTICE BY SSO.** In the event of inclement weather or other DC Metro emergency, reservations are subject to cancellation by SSO due to building or office closures.

By my signature, I agree to abide by the terms and conditions of State Services Organization regarding the use of the conference room and its appurtenances and am responsible for ensuring payment of all charges, including but not limited to any additional charges which may apply.

\*Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_