



Conference Center
Reservation Form

Please indicate your request:

Date of meeting: _____ Time: _____ to _____ Meeting Name: _____

How many people will attend: _____

What type of meeting is this: Class Board Mtng Presentation/Theater

Will you require any Equipment? Yes No

Equipment List: Podium, Mic Stand, Wireless handheld Mic, 2 wireless lapel mic pacs, various HDMI cords, Conference Phone and expansion mics, 2 wireless laptop dongles, Projector, 2 TVs.

Any and all equipment must be signed out at the property management office on the C level of 6700 A Rockledge Drive. Only an authorized person may sign out equipment. If equipment is not returned promptly when done, the authorized person and the tenant contact will both be held responsible.

Person authorized to make reservation: _____

Email address: _____

Phone number: _____

Tenant/Company: _____

Please plan to come to the Conference Center an hour before your meeting to test any AV hookups that you will require, as well as the arrangement of chairs and tables. In the event that former Conference Center users have changed any settings, this will give us an opportunity to reset the system.

Two hours before and after any reservation, the Conference Center will be unavailable for use, to give us a chance to clean and rearrange the room for the next meeting.

If you have any questions please call. If you would like to be trained in the basics of how to use the AV system, please call us at least 24 hours in advance of your reservation to schedule: (301)-493-5585. Please scan and send digitally to aridley@lpc.com

Your reservation in NOT ACCEPTED until you receive a confirmation email from Lincoln Property Company. Thanks