

## **601 City Center – Conference Center FAQ's**

### **Q: Who do we contact to see availability of the conference room?**

A: Your company administrator (usually Office Manager or Facilities Manager) has access to the conference center calendar in our Angus system.

### **Q: What are the available configurations for the conference rooms?**

A: Conference rooms A (Adams Point) and B (Brooklyn) can be reserved as just (1) room or (2) rooms combined. The most common layouts are as follows:

- Theater (chairs only facing front, no tables)
- Classroom (chairs & tables facing front)
- U-Shape
- Pods
- Square

### **Q: What is the capacity of the rooms?**

A: Rooms A & B combined have chairs for 120 people with 30 tables (5' x 2.5'); Individually there are 60 chairs & 15 tables for each room. Room C is a 10-person boardroom.

### **Q: What are the rates of each of the rooms?**

A:

Room A or B (individually - 60 people max)

1/2 Day \$300

Full Day \$500

Room A & B (combined - 120 people max)

1/2 day \$400

Full Day \$700

Room C (10-person board room)

By the hour \$75

1/2 day \$250

Full day \$400

Any reservations booked outside of the 8am – 12pm or 1pm – 5pm (half day), or 8am – 5pm (full day) slots will incur an additional charge of \$75/hour.

**Q: Is there a catering kitchen?**

A: All reservations for room B (Brooklyn) will have access to the kitchenette (fridge, sink, dishwasher & microwave). The kitchenette is solely for the use of reservations in room B.

**Q: Can we have a vendor cater food and alcohol during our reservation?**

A: If you plan to host catering or alcohol, please contact the building management office.

**Q: Where are the restrooms located on the 2<sup>nd</sup> floor?**

A: When you exit the conference rooms walk towards the elevator lobby and through the elevator lobby make a left and go down the hallway and the restrooms will be on the left.

**Q: Can we get in the conference room sooner than our scheduled time?**

A: Time of reservations must include setup and removal of personal items (including IT & Catering). The doors will unlock 15 minutes prior to reservation time and lock the door 15 minutes past the end of reservation. Please be sure to accurately reflect the entirety of the time you need the room in your reservation(s). Should items be left in the room past the end of your reservation time, a \$150 fee will be applied.

**Q: Can reservations be made outside of business hours?**

A: This will be reviewed on a case-by-case basis. Please have your company administrator contact property management with details of the request for review/approval. Note that the Management Office hours are 8am-5pm M-F for any questions.

**Q: What type of A/V System is used to operate the conference room?**

A: There is a mixture of Crestron and QSC equipment. The equipment is a very simple “plug and play” system. The A/V System is designed for on screen presentations, perform video calls such as Zoom and Teams. The conference room is equipped with built-in ceiling speakers, web cam, and wall mounted microphone, in addition to stand alone and clip on microphones.

**Q: Can we have someone in the management office assist with setting up the A/V system?**

A: The equipment is a very simple “plug and play” system. There is a binder in the conference center that has step-by-step directions for you to reference. You are also more than welcome to reserve the conference room in advance of your meeting to test the system. Management Office team members are

not IT professionals and do not have knowledge of the computer you will be using; therefore, we are unable to assist with your set up

**Q: Are there electrical outlets to plug in computers?**

A: There are floor plugs on the ground which require extenders (provided in conference room cart) that can provide electricity to power and charge laptops.

**Q: Are there whiteboards in the conference room?**

A: Conference Room A and B have white boards (clear) along the wall. Markers and erasers are provided; however, you are welcome to bring your own dry erase markers.

**Q: Can I hang decorations or signs inside of the rooms or in the hallway?**

A: If you plan to have decorations in the room, please contact the management office in advance for approval. Signs and decorations are not permitted in the common area hallway.

**Q: How will my guests get to the 2<sup>nd</sup> Floor?**

A: Tenants registered in our Genea portal have access to the 2<sup>nd</sup> floor. For any outside guests, please provide the management office ([601cc@shorenstein.com](mailto:601cc@shorenstein.com)) with your guest list at least 48 hours in advance and security will let your guests up as they check in at the console in the lobby.