



TENANT AMENITY & CONFERENCE SPACES

GENERAL INFO AND TENANT GUIDE

RESERVATION SYSTEM



You can reserve Tenant Amenity areas through your office point of contact/admin or your office manager. If you are the office POC or manager, you can access the reservation system through your [Tenant Portal](#) account.

Amenity space is intended to be reserved for business related events for Tenants of Airport Tower.

All reservations requested are reviewed and approved by Management to ensure there is sufficient time to refresh and set up rooms between meetings.

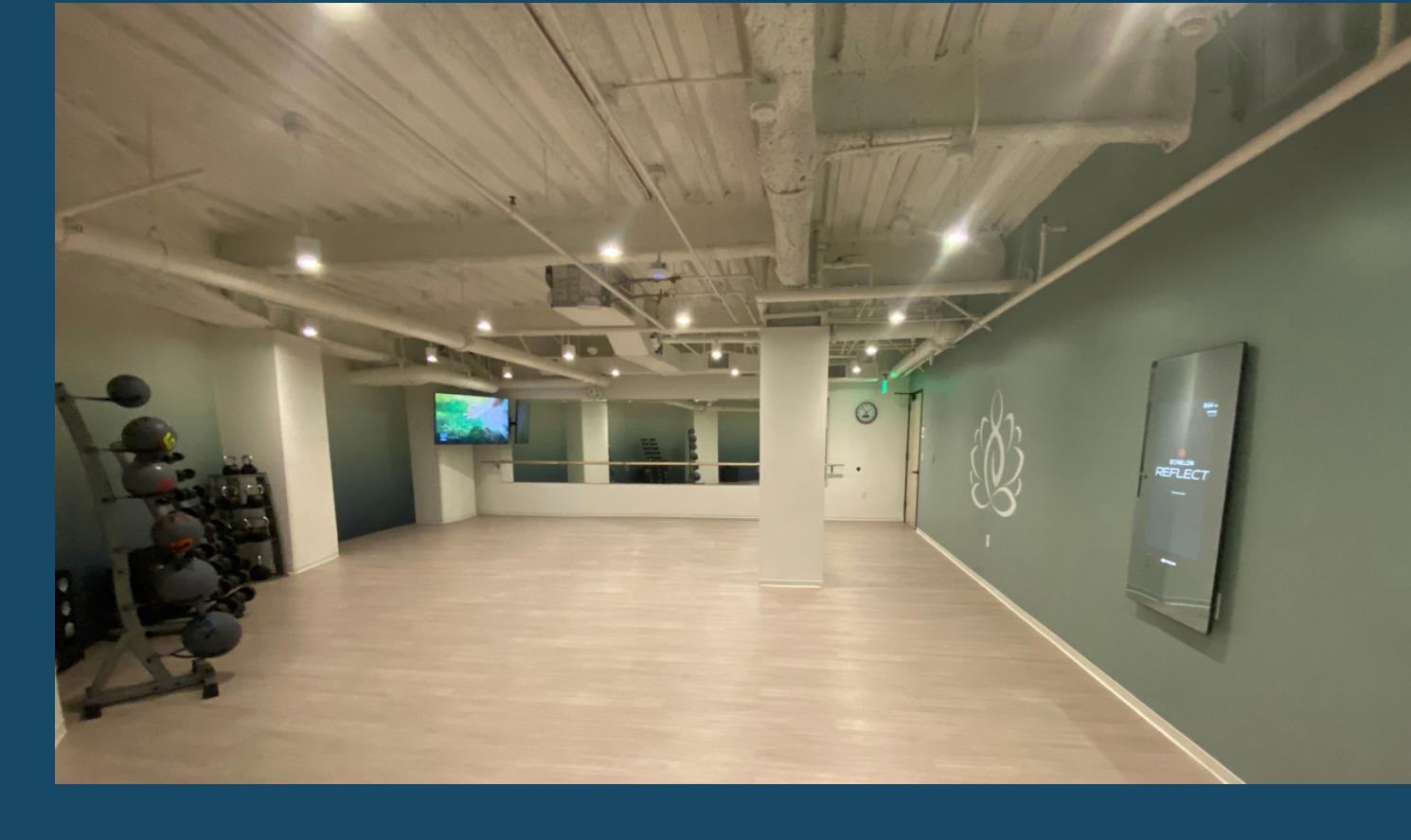
All outside vendors are required to provide a Certificate of Insurance to Management at least 24 hours prior to your event.

Please include your A/V and furniture layout needs with your event reservation request.

For A/V needs, we suggest meeting with Management ahead of your event to ensure a smooth meeting for connectivity and A/V hookup requests.

FITNESS CENTER AND FLEX

Open Monday through Sunday 5 am to 8 pm



Fitness Center Membership exclusively for
Airport Tower Tenants

Full service gym with shower facilities and towel
service

Yoga Studio/Flex Room with complimentary yoga
classes every Friday from 12:10-12:50 pm

No guests are allowed in the Fitness Center areas



THE CLUBHOUSE

Open Monday through Sunday 5 am to 8 pm



Billiards
Shuffleboard
Ping Pong
Game Area

Available for private events Monday through Friday from 3 pm until 8 pm. This room holds up to 99 people.

Tenants may bring one guest over the age of 18 in the Clubhouse

FOCUS AREA

Dedicated, comfortable space for private, productive work sessions





WELLNESS ROOM

This private room includes soft seating, a sink and adjustable lighting.

The room is intended as a single person user space for personal health and wellness activities such as a mother's room or meditation space.

Please limit your use of this room to 30 minutes.

Reservations are required and may be made the day of by requesting through your [Tenant Portal account](#) or by contacting the Management Office.

Available Monday through Friday from 8 am to 5 pm.



CONFERENCE CENTER



This room seats up to 55 people

85" TV/Monitor with 1080P FHD conference camera.

Ceiling mounted projector and retractable viewing screen

Glass walls with privacy screens

Speaker podium

Dimmable lighting options for presentations

Polycom available for conference calls

Seating can be arranged classroom, theatre, U-shape or any special requests

Access to a large serving presentation area in conference lobby

Reservations available Monday through Friday from 7 am to 6 pm. Reservations must be made at least 1 day in advance

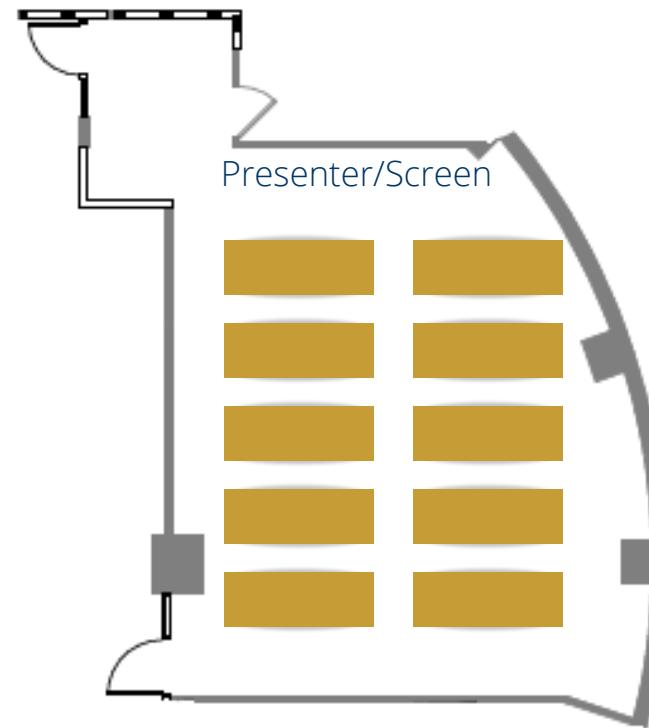
A/V AND FURNITURE



Wi-Fi is available in all Tenant Amenity Spaces

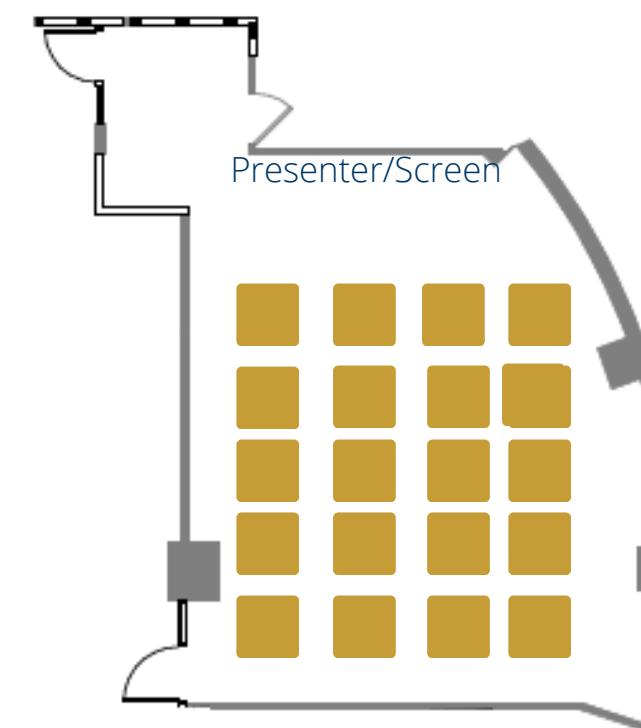
It is highly recommended that any technology desired to be used for an event be brought into the space in advance and tested for compatibility so issues can be determined before the event start.

For Conference Room reservations, please select one of the furniture set ups below or contact the management office for further customization options:



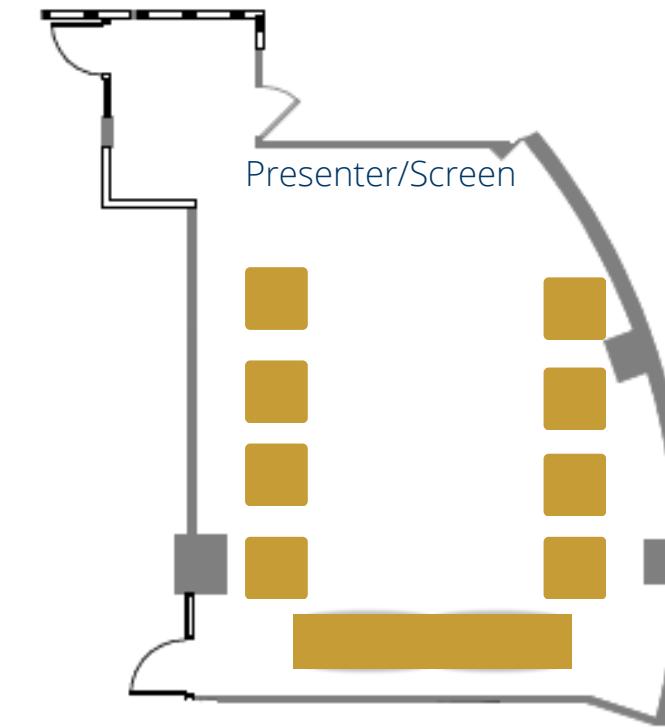
Classroom Seating

20 Individual Tables (20 attendees)
or 10 Large tables (30 attendees)



Theatre Seating

55 chairs



U-Shape Seating

16 Individual Tables (16 attendees)
or 8 large tables (24 attendees)



OUTDOOR SPACES THE DECK

Reservations must be made at least 2 days in advance.

- Standing capacity of 60 people.

Available for private events Monday - Friday from 5 pm to 9 pm

(Set up may begin at 4 pm)

OUTDOOR SPACES

GAME AREA

Reservations must be made at least 2 days in advance
Available for 2 hour private events Monday - Friday from 9 am to 4 pm



FOOD SERVICE AND ALCOHOL CONSUMPTION

For Conference and Clubhouse reservations, food may be served from the kitchenette counter.

Complimentary ice and Bevi smart waters available.

If you will be serving HOT foods from this area, management must be notified with the reservation request so proper protective covers can be placed on the counter. Failure to notify management of using hot items on the counter causing any subsequent damage will be tenant responsibility.

Leftover food or alcohol from the event must be removed immediately after the event is held.



CATERING DETAILS



You may use the caterer of your choice for your reservation. Alcohol consumption during events must be pre-approved by management and will require additional insurance requirements and/or the event to be bartended by a licensed business.

No hard alcohol is allowed unless it is served by a licensed bartender.

Caterer must provide a Certificate of Insurance to Management at least 24 hours prior to the event.



NEED MORE INFORMATION?

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