

**Regency Office Suites
Conference Room Reservation Form**

I _____ of _____ of suite _____ of
(individual) (company)

Regency Office Suites, located at 10062 W. 190th Place, Mokena, IL 60448 request to reserve the conference room on: _____

Phone Number: _____

(Circle or Underline One)

Monday Tuesday Wednesday Thursday Friday

Date _____

At the following time:

Tenant must give 24 hours notice per your lease. Please fax Conference Room Reservation Form to (815) 469-5796 or email to admin@s4b.bz and follow up with a phone call to verify fax was received by our office at (815) 469-6400. Time Requested in 2 hour intervals only. Door access code will be given out 24 hours in advance. **THE ACCESS CODE ONLY WORKS ONE TIME.** Tenant to be invoiced at that time – cancellations not accepted. **IF CONFERENCE ROOM DOOR IS NOT LOCKED AFTER USAGE, YOU WILL BE BILLED AN ADDITIONAL \$25.00.**

By signing my name below, I agree to all the terms and conditions and fees in the lease agreement (including but not limited to damages and clean up).

Authorized Signature

Date

The fee is \$25.00 for every 2 hour interval

Please fax this form to Olivieri Real Estate LLC or call to make arrangements for delivery of signed form.

Olivieri Real Estate Office Use Only.

1. Propertyware(leases/search for tenant/Page View on left=Ledger/print ledger).
2. Tenant is not in default of lease, approved by _____ Don _____ John _____ Admin
3. Date and time verified available yes/no _____
4. Date and time recorded on master list _____
5. Tenant given door entry code# _____ date: _____ (**please inform tenant that the code can only be used once**) Cancellations not accepted once code is given.
6. Admin to enter on Propertyware (from Ledger/New Charge/40007 other income/Ref #: conf. room/Amount/Date=date used/Comments: conf. room + date + time used).
Date entered on Propertyware: _____
7. Reservation form placed in conference room log file _____
8. Do service request for Maintenance Person stating date and time.
During summer months only, Maintenance Person to turn on a/c before appointment and off after appointment