



## Reservation Requirements Checklist

Tenant Hosting Event: \_\_\_\_\_

Responsible/Badged Employee(s) at Event: \_\_\_\_\_

Contact Number for Badged Employee(s) at Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Size of Group at Event: \_\_\_\_\_

(Maximum 2 guests per 1 badged employee)

Any Equipment Needed from Management: \_\_\_\_\_  
(i.e., washers, bases, microphones)

- \* In addition to this checklist, we will also need a signed amenities agreement and waiver of liability BEFORE the event can be approved by management in Building Engines.
- \* Reservations can be booked up to 1 month in advance.
- \* A 24-hour notice, Monday through Friday, is required prior to all reservation requests. Weekend requests must be received by Thursday at 5pm.
- \* Employees & guests must be at least 18 years of age to use the amenities.