

1515/1555 POYDRAS AUDITORIUM

Thank you for your interest in 1515/1555 Poydras Auditorium. The auditorium is only available to tenants of 1515 & 1555 Poydras. In hopes that the auditorium will meet your function needs, please review our guidelines below.

The auditorium is available from 8:00 am – 6:00 pm. Monday – Friday

The maximum capacity is 75 people. This is based on a theatre style set-up (chairs only) and may be reduced based on set-up requirements.

Please do not pin, tape or hang items on the walls or doors of the auditorium.

If audio-visual equipment is going to be used a \$50.00 deposits MUST be handed into Jones Lang LaSalle management office upon pick-up of the audio-visual closet key. The deposit will be returned to the Tenant upon the return of the closet key, and providing all the equipment is left in reasonable condition. Deposits can be made by cash or check.

No keys or equipment will be given out without a deposit. Jones Lang LaSalle assumes that any person picking up such key and bearing the deposit is authorized to do so and has been given authority by their signing authority.

Rooms and/or audio-visual equipment are to be left in the same condition that they were found and will be inspected by a Jones Lang LaSalle staff member at the conclusion of the meeting.

The tenant is responsible for any loss or damage to the facilities and/or equipment while in their use, and for any cleaning requirements resulting from their use of the space. Any such costs will be charged to the tenant.

COMPANY NAME: _____ BUILDING _____ SUITE _____
 CONTACT NAME: _____ PHONE _____

DATE REQUESTED:	DAY OF WEEK:	MEETING TIME:
_____	_____	_____ AM / PM to _____ AM / PM
_____	_____	_____ AM / PM to _____ AM / PM
TIME ROOM TO BE SET-UP AND UNLOCKED BY: _____		

ROOM ARRANGEMENT:	NUMBER OF TABLES	NUMBER OF CHAIRS	SET UP CHARGE
a. U-Shaped	10	26	\$ 0.00
b. Classroom	_____	_____	\$25.00
c. Theater	_____	_____	\$25.00
d. Other	_____	_____	\$25.00

Audio-visual

Choose the equipment you will need. (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> DVD | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Multimedia Projector | <input type="checkbox"/> Overhead Projector |

Auditorium Users Acknowledgement of Guidelines: As the designated representative for the Auditorium users, I understand and agree to the Guidelines for Use of the 1515/1555 Auditorium. I also agree to communicate these Guidelines to all event participants.

 Name of Representative (printed) Signature Date

Jones Lang LaSalle Received By: _____ **DATE:** _____ **W.O.#** _____