

# CONFERENCE CENTER RULES & REGULATIONS

UPDATED JUNE 2022

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NORTH **203** LASALLE

**Transwestern**

203 North LaSalle · Suite 295

Chicago, Illinois 60601

312.236.3292

203 NORTH LASALLE  
CONFERENCE CENTER

The Conference Center is located on the 2<sup>nd</sup> floor of the building. Two elevators on the south side of the low-rise elevator lobby provide access to the Conference Center. A security access card is required to access the entrance to the Conference Center adjacent to the 2<sup>nd</sup> floor elevator lobby.

The Conference Center may be reserved at no cost by Tenants in the Building for special meetings and gatherings on a first-come, first-serve basis. Operational hours are 8:00 AM to 5:00 PM Monday through Friday. A security officer can be made available, with advance notice, to extend these hours. An additional cost will be incurred if a security officer is required. To reserve the Conference Center, please book your reservation on Angus AnyWhere at least 48 hours in advance.

When not reserved, the Conference Center will be used as a tenant lounge, providing a respite from the distractions and interruptions of the office, as well as a break area for tenant employees. **It is only for use by the Tenants of the Building.**

When reserving the Conference Center, please use the following guidelines:

- The designated tenant representative must book a reservation through Angus AnyWhere at least 48 hours prior to any event.
- Arrive early to greet your guests and to assure the room and the requirement equipment is in place.
- All meetings will require a coordinator from your office to administer the meeting.
- A **\$100.00 cleaning fee** will be imposed to those who do not return the room in the manner found immediately after vacating the conference center. Charges will be added to the tenant rent statement.

#### AFTER HOURS SERVICES

The Conference Center may be utilized after hours for a fee. Access to the space **Monday through Friday from 6PM to 10PM or prior to 8AM will result in a fee of \$225.** This fee covers basic building operational costs of HVAC, Janitorial, and Security charges.

#### ALCOHOL

Alcoholic beverages may be served within the Conference Center. Approved caterers must handle the service of alcohol for all functions within the Conference Center and are subject to the State of Illinois Liquor Commissioner regulations and the City of Chicago. BYOB (Bring Your Own Bottle) functions are not permitted in Conference Center. This includes alcohol for personal consumption. All caterers serving and selling alcohol must submit an approved certificate of insurance to Building Management at least one week prior to the event. See Certificate of Insurance Requirements for additional details. The service or sale of alcohol to minors is prohibited by law.

## AMERICANS WITH DISABILITIES ACT

Conference Center makes every effort to accommodate guests with disabilities and adhere to all requirements of the Americans with Disabilities Act of 1990. Our staff will happily work with you to assist patrons and address any questions or issues that arise.

## ANIMALS

Service animals providing assistance to disabled persons are welcome. Pets or show animals are not permitted.

## AUDIO/VISUAL

Please contact Building Management for a list of available equipment.

All audio/visual equipment must be contained in the Conference Center. Additional access to ports, outlets, and jacks outside of rented space is prohibited. All cords and cables used must be concealed and placed in cord panels/covers and may be secured on the floor with minimal tape. The appropriate covers, tape, and materials are supplied by and at the cost of the tenant. Repair to any damage or residue left from adhesives is at the cost of the tenant.

For advance setup, equipment testing, advance technology questions, or WiFi/direct internet access please contact the Management Office.

## ATTENDANCE CAPACITIES

Conference Center room capacities are determined by Federal, State, and Municipal fire and safety regulations. The Occupancy Limit is 80 persons. Please see Conference Center Furniture Layout Options within this packet to determine the configuration that best meets the needs of your event.

## CANCELLATIONS

Please be courteous and provide Building Management with 24-hour notice for cancellations. **If 24-hour notice is not received or no one shows up to the scheduled reservation, a charge of \$100 will be applied.**

## CERTIFICATES OF INSURANCE

Any vendor/caterer/contractor entering the building must provide a compliant Certificate of Insurance before servicing the Conference Center. **All certificates of insurance should be submitted to Building Management at [203northlasalle@transwestern.com](mailto:203northlasalle@transwestern.com).** Please see page 8 for Certificate of Insurance Requirements.

## CLEANING/HOUSEKEEPING

Tenants using the Conference Center must leave the room as clean and orderly as the condition upon arrival. All decorations, signage, materials, etc. must be removed at the conclusion of event. Trash cans are located on each end of the high-top table. Recycling is labeled and located in the cabinet closest to the entrance. **A \$50 cleaning fee will be charged after each reservation. Additional cleaning such as vacuuming, carpet stain**

**removal, and other tasks as determined by Building Management will result in an additional expense for the Tenant using the space.**

#### CONFERENCE CENTER STORAGE

The Conference Center and Transwestern are not responsible for storing any equipment or supplies. Tenants and vendors shipping materials, displays, etc. for an event should deliver to the items to the space immediately preceding the event and remove them immediately following the event.

#### DECORATIONS

For the safety and convenience of all guests, permanent signage (emergency exits, restrooms, etc.) is found throughout the facility and may not be visibly blocked at any time.

No additional signage may be added to the outside of the Conference Center, pre-function area, or main lobby, unless approved by Building Management. Handwritten signs are prohibited unless professionally designed and approved by Building Management. Signs and banners left unclaimed 24 hours after the conclusion of event will be discarded.

Nails, staples, tape, screws, 3M hooks, sticky tack, duct tape, glue, stickers, decals, and other adhesives are **PROHIBITED** in the Conference Center. Items may only be displayed on easels which can be provided by Building Management.

Confetti, glitter, rice, birdseed, sand, dirt, moss, and mulch are PROHIBITED. The Tenant will be billed for the labor and materials required for clean-up resulting from non-adherence to this or any other policy.

#### DAMAGES

Room inspections will be completed prior to and after your event by Building Management. Please notify Building Management of any damage that occurs during the course of your event. All repair materials and labor costs are the responsibility of the tenant. Only contractors designated by Building Management will make repairs.

#### DELIVERIES

All deliveries must be directed to the loading dock, which is located on the north side of the building, between LaSalle and Clark Streets. The entrance to the loading dock is open 7:00AM to 5:00PM Monday through Friday. All deliveries requiring the use of a cart, or those, which are bulky in size, are to be made via the freight elevator. Use of the passenger elevators is not permitted. **A certificate of insurance is required from all vendors.**

#### EMERGENCY SITUATIONS

In the event of a serious medical emergency, call 911 to report it immediately, and then dial 312-236-3292 for security.

## ENTRANCES/EXITS/FIREDOORS

Please do not place anything in front of any doors. The Building Management reserves the right to relocate obstructions or remove them completely if in violation of Fire Safety Codes.

## FOOD & BEVERAGE

Tenants may use the caterer of their choice. Alcohol must be provided through an approved caterer (see Alcohol Policy). All caterers need to have a current certificate of insurance on file with the building one week prior to event. It is the responsibility of the Tenant to submit the certificate(s) of insurance.

## FURNITURE

Furniture in the Conference Center may only be moved by 203 North LaSalle staff and may NOT be moved by the Tenant. Any requests for alternative room setups for the Conference Center must be received no later than one week prior to the event and will be subject to approval by Building Management.

## HEATING & COOLING

All heating and cooling in the Conference Center is provided during the operational hours set forth above (8:00AM to 6:00PM) Monday through Friday. For meetings or functions outside of these hours, additional overtime HVAC fees will apply.

## LOST AND FOUND

All lost and found articles should be turned into the Management Office. Articles left beyond 30 days will be donated. Please contact security at 312-236-3292 regarding any lost and found items.

## NOISE

It is the responsibility of the Tenant to control noise levels within the space as to not disturb or disrupt other areas or to create a nuisance. 203 North LaSalle security staff has the right to monitor all noise levels and impose limitations as needed to prevent disruption or nuisance to other events.

## PHONE RENTAL

Telephone service in the conference center is available for tenant use. A Polycom unit with extension speakers will be made available upon request. To initiate a conference call, please turn the unit on and dial out. No dial-in number is available. Please be advised the equipment is not wireless and must remain on the conference table. **A fee of \$25 will be applied if the phone is requested.**

## ROOM LAYOUT OPTIONS

Conference Center Room Layouts A and C are free of charge. **A fee of \$50 will be applied if Option B is requested and a fee of \$100 will be applied for a custom layout.**

## SECURITY

Security is a high priority for 203 North LaSalle. Security staff reserves the right to deny access of any persons to any facility space, and at the security staff's sole discretion may require additional security be provided for your event. If additional security is required, you will be notified prior to your event and advised of any additional fees. 203 North LaSalle and Transwestern have the right to enter the areas used by the Tenant.

## SMOKING

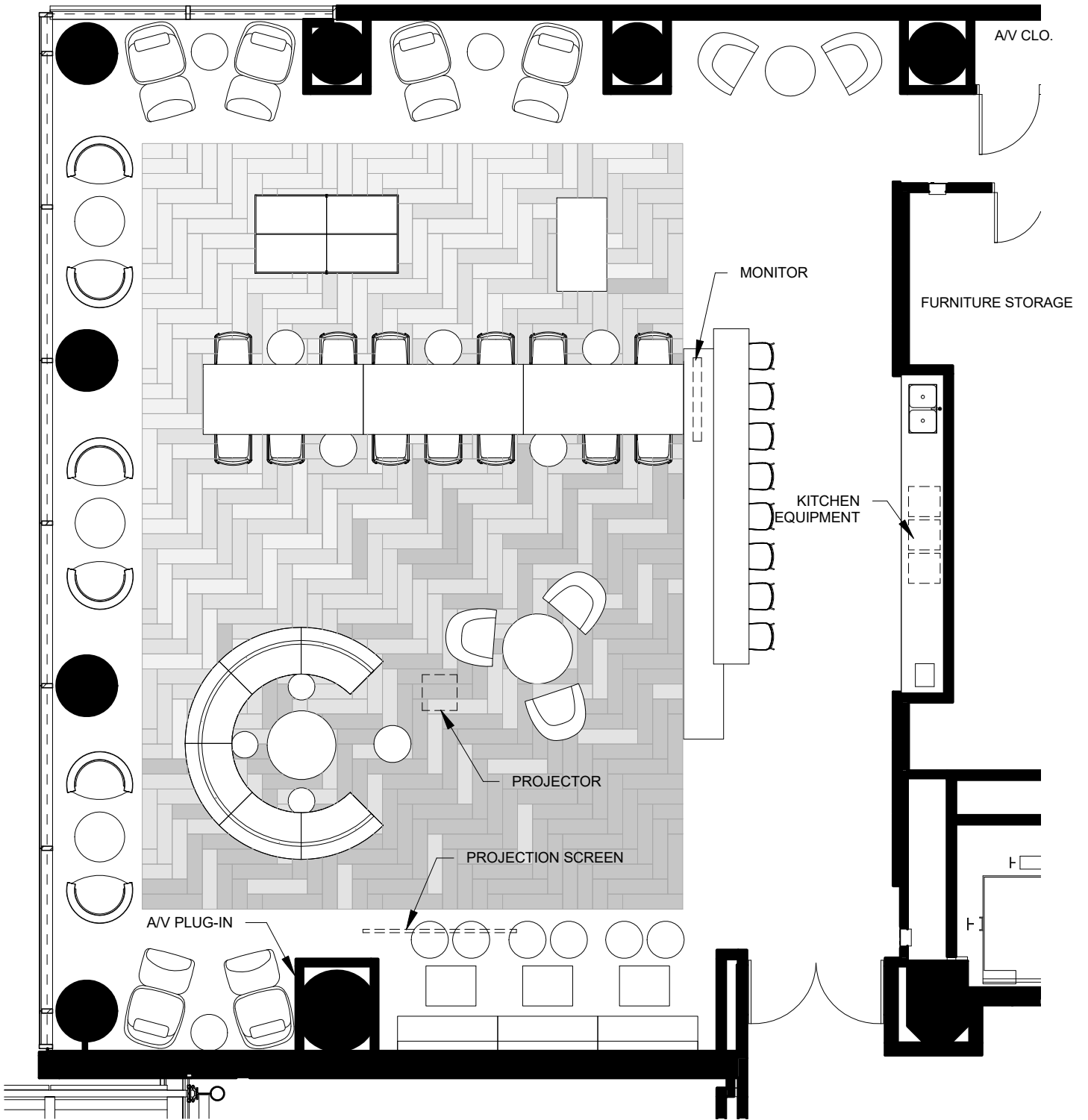
In compliance with state and local laws, the Conference Center is a non-smoking facility. Additionally, smoking within 20 feet of main entrances to 203 North LaSalle is prohibited and Building Management is grateful for cooperation and prevention of litter and inconvenience to others.

## WHITEBOARD

A mobile white board (approximately 6'w x 4'h) is available at no charge as requested.

## WIFI

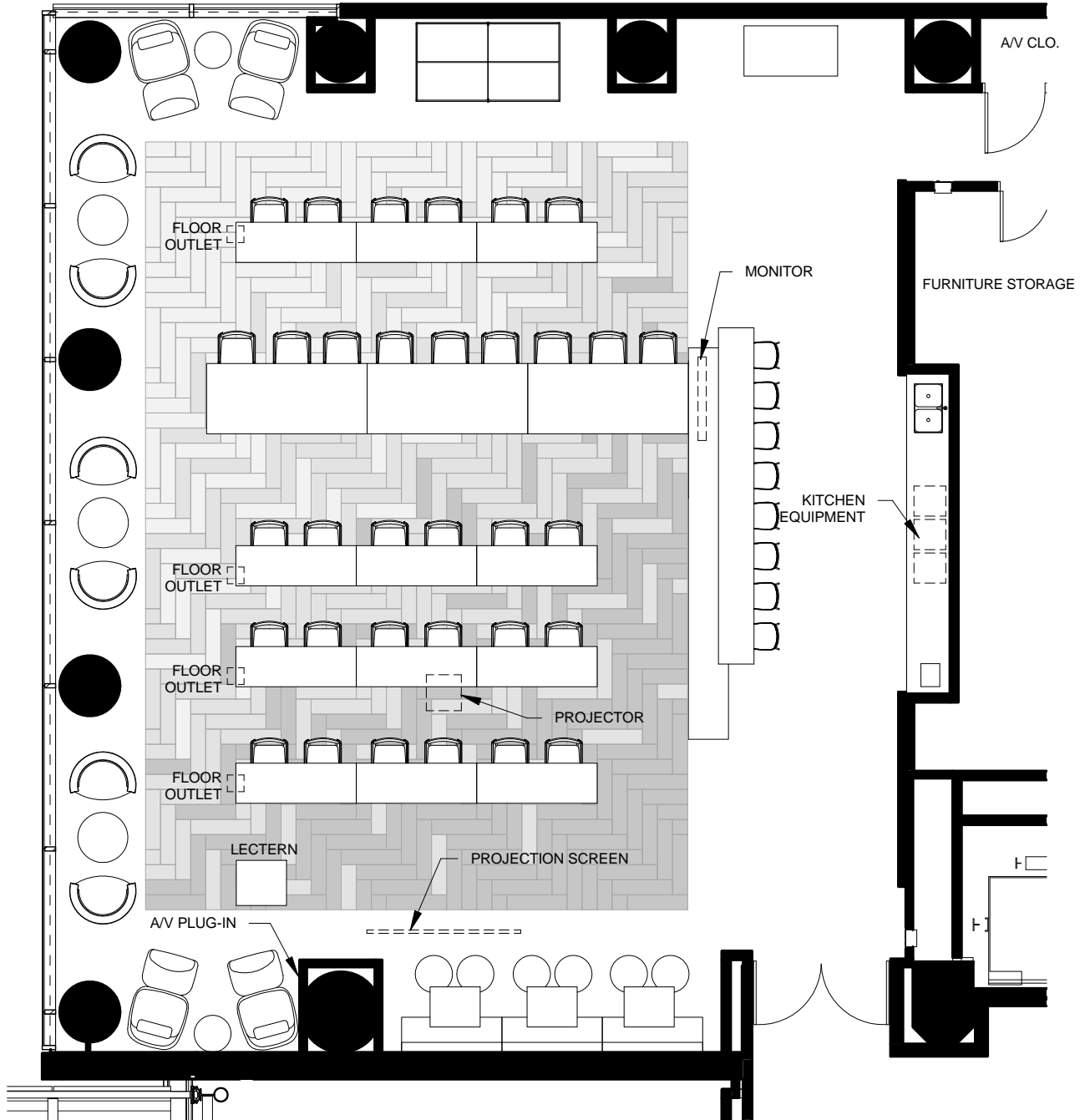
Free WiFi is provided in the Tenant Lounge and Conference Amenity Center. The network is identified as **203n WiFi** and the access code is **connect@203**.



**Conference Center Layout A**  
 Typical Seating Arrangement

Capacity: 80 | Seats: 50

January 2018



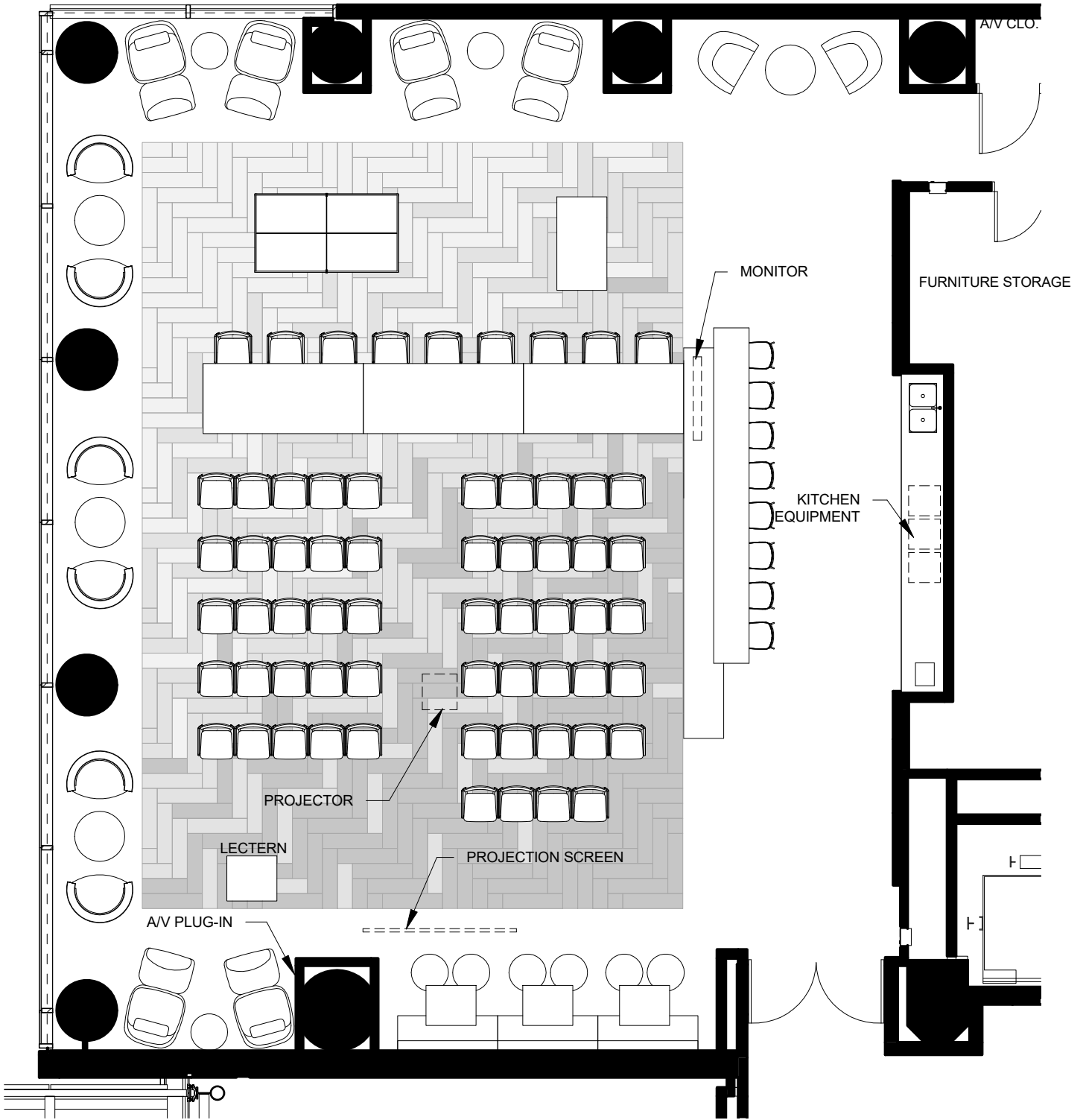
**Conference Center Layout B +\$50.00 Layout Charge**

Classroom Table Arrangement

Capacity: 80 | Classroom: 31

January 2018





**Conference Center Layout C**

Lecture 1 Arrangement

Capacity: 80 | Lecture: 63 | Perimeter: 8 (Bar)

January 2018