

One Eleven Congress



Conference Center Rules and Regulations

- The Conference Center may only be used when reserved through the Electronic Tenant Solutions online request system on a "first-come, first-served" basis.
- The Conference Center may not be booked for more than three days in a row or more than three days in a week by a single tenant.
- Reservations must be secured at least 2 days in advance and less than 90 days beforehand.
- If your plans change, please cancel your reservation to allow others to use the room as needed. This can be done via the online request system.
 - To cancel, log in and go to the "Your Requests" section. Click the reservation you wish to cancel and click "Cancel Reservation" at the top right side of the page.
- Please place all trash in receptacles. Standard cleanup will be provided (vacuuming and trash emptied) after your function. Any additional cleaning by building day porters will incur a fee.
- After-hours heating and air conditioning are available for an additional fee after 7:00pm on weekdays and anytime on weekends.
- Outside groups are prohibited from using the Conference Center unless sponsored by a One Eleven Congress customer. All arrangements must be managed directly by the customer and outside groups must be approved in advance by Property Management. Customers are responsible for all fees including parking violations.
- The Conference Center has the ability to accommodate up to 75 people. The standard setup is classroom style. It will be the responsibility of customers to arrange the tables and chairs to their liking as well as their responsibility to return the Center back to its standard setup. Failure to do so will result in a fee assessed to the customer.
 - The classroom style setup consists of 5 rows of 4 adjacent tables in each row with 3 chairs per table, followed by 1 row of 3 adjacent tables with 3 chairs per table, and lastly 1 row of 2 adjacent tables with 3 chairs per table.
- If your meeting exceeds the reservation time, you must promptly end your meeting in the event a conflict occurs due to back-to-back reservations.
- Any damaged or missing equipment from the Conference Center will incur a fee assessed to the customer.
- If you find the Conference Center in poor condition, please notify the management office immediately at 512.744.4777.
- The Conference Center's doors cannot be propped open at any time and tables must remain inside the Conference Center during reservations
- Do not hang or stick anything to the walls or windows in or around the Conference Center.
- Do not write on or place anything on the projector screen.
- The Conference Center is equipped with complimentary wifi, identifiable as "Cousins-Guest." The password is printed on the AV podium.
- Rules and regulations may be changed as deemed appropriate by the management office.

