

13320

BALLANTYNE CORPORATE PLACE

Policies and Procedures governing the use of the Conference Center:

- Reservations are processed in the order in which they are received, however, priority is given to Executive Management and/or meetings directly related to Executive Management requests.
- All amendments and cancellations should be in writing to a Facility Team member within 48 hours of cancellation.
- Reservation requests for use of the conference center rooms must be made using the conference center request form
- Organizers wanting to use the conference center rooms should first consider using the meeting rooms located on their respective floors.
- Rooms will be approved based on the number of participants required and the room's availability.
- Signs, display pictures, banners or similar items are to be displayed only on a bulletin board, table, easel or the glass marker boards. It is not permissible to attach/secure/stick anything to the windows and/or walls.
- Food and beverage is allowed in the conference center rooms, however, it must be purchased through our Food and Beverage provider. No outside food is permitted on property for events.
- Beer and wine can be brought in for special events, however, must be arranged through Guest Services.
- The majority of the conference tables are interconnected with electricity and data connections, therefore, any reconfiguration of the tables during a meeting must be approved by a Facility Team Member to insure tables are disconnected properly.
- Please wipe down the glass dry erase boards at the end of your meeting. The Facility Team will deep clean these boards daily to begin setting up for the next scheduled meeting.
- If a room is reserved under your name, you are responsible for following these policies even if you are not attending the meeting.