

CONFERENCE CENTER AVAILABLE

Do Business Better.

Our meeting room can accommodate from two to 50 people, depending on room layout.

We are conveniently located near Sacramento State. We can accommodate 15-minute meetings, all-day training sessions, private events, and everything in-between. Call to book your next event with us!



Room Configurations:

- Square
- Hollow Square
- "U" Shape
- Classroom
- Theatre Style

We provide:

- Wi-Fi internet access
- Free water service
- Four flat screen televisions
- Wireless microphone system
- Audio system





CONFERENCE ROOM AGREEMENT

The Shaw Law Group Conference Room located at 425 University Avenue on the 2nd floor is available for rent on a first-come, first-served basis.

All rental rates are based on a one-day minimum, Monday through Friday, from 8 a.m. to 5 p.m. They include the initial set up and clean up. Should any changes be necessary to the initial room set up on the scheduled day of use, an additional \$30.00 will be charged.

All cancellations must be made 48 hours prior to set up or a \$100 cancellation fee will be charged.

Please contact office management for room availability at (916) 640-2240 or conference@shawlawgroup.com.

Room Set Up	Daily Rate	Dimensions	Sq. Feet	Classroom	Theater
Half-Day / Full-Day	\$250 / \$350	45' x 26'	1,000	30 people	50 people

Phone lines provided for **teleconferencing calls only**. No individual or long distance calls are permitted.

The Conference Room is equipped with Wi-Fi. Password for this access will be provided to you by the office management.

CONFERENCE ROOM AGREEMENT

Company Name

Request	Date(s) Requested	Time Needed	Daily Cost
Full-Day Rental (4-8 hours)			\$350
Half-Day Rental (1-4 hours)			\$250
Projector with monitors and audio			\$100
Audio and Microphones only			\$50

Please fill in appropriate information above.

425 University Avenue / Conference Room

Charges for use of the above facilities and equipment must be paid at least 48 hours prior to the rental date.

The company understands and acknowledges that the Conference Room will not be used for unlawful purposes. The company will be liable for any damages to facility and/or equipment.

The company hereby agrees to release the Shaw Law Group PC from any and all liability, to the fullest extent permitted by law, related to the company's usage of the Conference Room facilities. The company agrees to abide by all Conference Room Rules and Regulations, a copy of which is attached and made a part of this Agreement.

Authorized Signature

Date

Please complete:

Name: _____
Company: _____
Address: _____
Phone/Fax: _____
Email address: _____

CONFERENCE ROOM AGREEMENT

RULES AND REGULATIONS

Entry doors may **ONLY** be propped open prior to meeting.

No propping open of restroom doors. Keys are hanging inside conference room door.

No cooking is allowed in the Meeting Room. **Use of candles or sterno is not allowed.**

All personal items must be removed from the Conference Room on the day of the rental.

Do not place debris/food items in hallways.

Any change to room setup requires 48 hours' notice.

Any changes on the day of use will result in an additional \$30.00 charge.

A \$25.00 charge will be assessed for each lost restroom key.

All cancellations must be made 48 hours prior to set up or a \$100 cancellation fee will apply.

You will be liable for any damages to facility and/or equipment. The Conference Room is not responsible or liable for the theft, loss, or damage to your materials, equipment, or other personal property.

No use of pushpins or tacks is permitted on the walls of the Conference Room.

Please be courteous to the other tenants in our building.