

# RESERVATION

Please use this form to reserve the Conference Room at 501 Shatto, Suite #140 at the rate of \$25/hr. This does not include after-hours HVAC which will need to be requested separately.

Reservation Date:	Tenant Name & Suite Number:
Your Name:	Your Email:
Business Meeting or Classroom Style Setup:	Meeting Size: <i>(Max Occupancy 34)</i>
Start Time:	End Time:

***\*A cleaning fee of \$40/hr will be billed if the room is not left in the condition it was received.***

\_\_\_\_\_  
Sign Here

\_\_\_\_\_  
Today's Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit form to the management office via email:

[michael.camarena@cushwake.com](mailto:michael.camarena@cushwake.com)

[alex.brard@cushwake.com](mailto:alex.brard@cushwake.com)

***For LA County Reservations:***

***Please include PO Number in the Comments section.***

If you have any questions, please call (213) 236-4929.

You will receive a reservation confirmation via email.

Thank you!