

# Contact Us

Property Management Office  
 10 South, Suite 850  
 Phone  
 (312) 930-9890  
 Email  
 10-120SRiverside.Info@hines.com

# 10 & 120 S Riverside Plaza

## Conference Rooms

There is a conference room in each building available for tenant meetings and presentations. The rooms feature audio/visual systems, internet access, and a kitchen prep area (currently unavailable due to Covid restrictions.)



### Amenities

10 S Riverside - Suite 840	120 S Riverside - Suite 1450
<ul style="list-style-type: none"> <li>• Projection Screen</li> <li>• Ceiling Mounted LCD Projector</li> <li>• Free Wi-Fi</li> <li>• Polycom for Outbound Calls</li> <li>• Lobby security</li> <li>• Maximum Capacity: 15</li> <li>• Use of kitchen is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Projection Screens</li> <li>• Ceiling Mounted LCD Projector</li> <li>• Free Wi-Fi</li> <li>• Polycom for Outbound Calls</li> <li>• Microphone available</li> <li>• Lobby security</li> <li>• Maximum Capacity: 30</li> <li>• Use of kitchen is prohibited</li> </ul>

### Cost

Conference Room	Rental Cost	Sanitation Cost
Suite 850 ( 10 South)	\$62	\$31.95 plus mark up
Suite 1450 (120 South)	\$124	\$31.95 plus mark up



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## Conference Room Rules

- Please keep noise to a respectable level
- Consumption of alcohol is strictly prohibited
- No loitering in the hallway corridor or elevator lobby
- Do not prop open the public restroom doors
- Sitting on tables is not allowed
- Personal equipment is not allowed
- Please be respectful of the neighboring tenants
- All items left in the room will be discarded
- SIX FEET SOCIAL DISTANCING IS REQUIRED

## Reservation Procedure

- Create a service request in Building Engines, select Resource Schedule to check availability
- Include the following information: room set-up, number of attendees, date(s), start time(s), end time(s)
- Based on availability, Building Engines will send you an email confirming the reservation
- To test equipment, tenants may reserve the room for one hour at no charge at any available date before the meeting
- Any cancellations must be made in writing to the Office of the Building with at least 24 hours' notice prior to the start time
- Additional fees may be incurred if extra cleaning is necessary
- Tenant is responsible for the cost to repair or replace any damaged furniture or equipment
- Should you have special considerations or questions, please contact the Office of the Building at 312-930-9890

# Hines