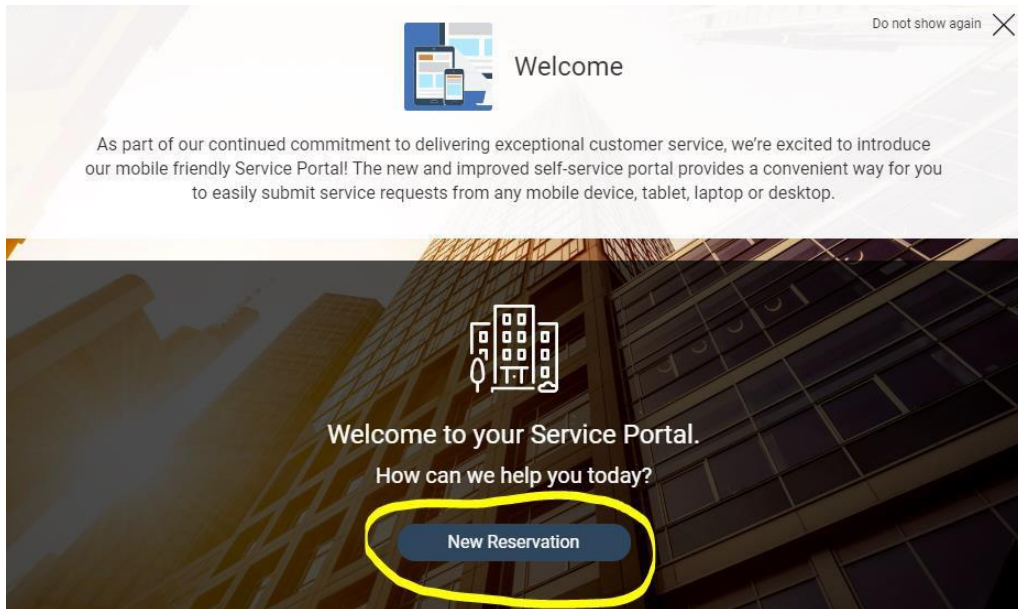




Conference Center Reservation User Guide

Go to www.parktowersac.com

- From www.parktowersac.com click on the “Tenant Resources” tab
 - Under “Tenant Work Orders and Forms” click the link that says “here”
- Sign in with your username and password on either website you have chosen
- Click “New Reservation”



- From here you will begin to enter your conference reservation
 - Dates must be booked at least 48 hours in advance
 - Dates can be booked for a rolling 12 months
- Start by selecting either Room A, Room B or select both for the full Conference Center. Click on the  icon for more Conference Center information and new setup options
- At any time during the reservation process you can click on this blue icon  for more information
- Next you will use the calendar to select an available date

NEW RESERVATION

Begin by selecting one or more resources below. The calendar will refresh with your selections

Conference Room


- ☒ Conference Room A ⓘ
- ☒ Conference Room B ⓘ


Today
<
>
Sunday, August 04, 2019 - Saturday, August 10, 2019


	Sun 8/04	Mon 8/05	Tue 8/06	Wed 8/07	Thu 8/08	Fri 8/09	Sat 8/10
multi-day							
8:00 AM							
9:00 AM							
10:00 AM						C...	C...
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							

- Once you select the date you would like to reserve you will enter the time. Start by clicking on the meeting start time (8am or 12:30pm). Once the start time is selected the reservation field will appear. Only the following blocks of time will be accepted:
 - 8am – 5pm (full day)
 - 8am – 12:30pm (half day – 1st half includes standard setup)
 - 12:30pm – 5pm (half day – 2nd half does not include setup)
- Please answer all questions by using available text boxes and drop-down options
 - NOTE: If you are booking the Full Conference Center, you will be prompted to answer the same questions for Rooms A & B. Instead of duplicating all the information already listed for Room A, while filling out the information for Room B please type “SAME” in all fields and select “Full Conf. – Same” for your seating style (question 3)
 - See next pages for examples

NEW RESERVATION

RESOURCES: Conference Room A, Conference Room B 

TIME START: 8/9/2019  08:00AM ▼

TIME END: 8/9/2019  12:30PM ▼

REQUESTED BY: CONFERENCE RESERVATION - Non-Tenant ▼

Conference Room A

ADDITIONAL
INFORMATION:

1. PLEASE INDICATE WHAT YOU WOULD LIKE YOUR ELECTRONIC
SIGNAGE TO READ

This is a test!

2. PLEASE INDICATE YOUR SEATING STYLE SELECTION NUMBER.
MORE DETAILS CAN BE FOUND IN THE REQUIRED RESERVATION
AGREEMENT, AVAILABLE FOR DOWNLOAD.

Style 2 - Classroom ▼

3. HOW MANY PEOPLE ARE ATTENDING YOUR MEETING (FOR
CHAIR SETUP)?

25 ▼

4. SHOULD YOU NEED EXTRA TABLES TO MODIFY THE SETUP ON
YOUR OWN PLEASE INDICATE HOW MANY EXTRA TABLES SHOULD
BE LEFT IN THE CONF ROOM.

0 ▼

5. SHOULD YOU NEED EXTRA CHAIRS TO MODIFY THE SETUP ON
YOUR OWN PLEASE INDICATE HOW MANY EXTRA CHAIRS SHOULD
BE LEFT IN THE CONF ROOM.

0 ▼

AMENITIES:

AVAILABLE ON REQUEST

☐ Podium

☐ White Board

Conference Room B

ADDITIONAL
INFORMATION:

1. IF YOU ARE RESERVING THE FULL CONFERENCE CENTER PLEASE
SELECT OR LIST "SAME" IN ALL FIELDS BELOW. IF SEPARATE
RESERVATION MAKE SELECTIONS AS NEEDED.

SAME ▼

2. PLEASE INDICATE WHAT YOU WOULD LIKE YOUR ELECTRONIC SIGNAGE TO READ.

SAME

3. PLEASE INDICATE YOUR SEATING STYLE SELECTION NUMBER. MORE DETAILS CAN BE FOUND IN THE REQUIRED RESERVATION AGREEMENT, AVAILABLE FOR DOWNLOAD.

Full Conf. - Same

4. HOW MANY PEOPLE ARE ATTENDING YOUR MEETING (FOR CHAIR SETUP)?

Same

5. SHOULD YOU NEED EXTRA TABLES TO MODIFY THE SETUP ON YOUR OWN PLEASE INDICATE HOW MANY EXTRA TABLES SHOULD BE LEFT IN THE CONF ROOM.

Same

6. SHOULD YOU NEED EXTRA CHAIRS TO MODIFY THE SETUP ON YOUR OWN PLEASE INDICATE HOW MANY EXTRA CHAIRS SHOULD BE LEFT IN THE CONF ROOM.

Same

AMENITIES:

AVAILABLE ON REQUEST

☐ Podium
 ☐ White Board


RESERVATION NOTES:

TERMS AND CONDITIONS:

☒ I have reviewed and agreed to the [Terms and conditions](#)

CREATE

CANCEL

- Once you agree to the Terms and Conditions you will need to click “Create”
- You will be taken to a reservation summary page. **YOU ARE REQUIRED TO UPLOAD THE RESERVATION AGREEMENT BEFORE YOU CAN SUBMIT THE RESERVATION.**
 - The agreement is available for download from the summary page or by clicking the  icon at any time
 - If you are reserving the Full Conference Center, please upload the same Reservation Agreement for Room A and for Room B
- Once all agreements have been uploaded please click “Return”

Reserved Documentation Required Approval Required

CANCEL RESERVATION **RETURN**

REQUIRES APPROVAL: All required document(s) have been submitted to Property Management Office for review and approval. You will be notified when the reservation is confirmed.

Conference Room A

Conference Reservatoin Agreement
 ↓ NEW Park Tower Conference Center Tenant Agreement.docx

NEW Park Tower Conference Center Tenant Agreement.docx **REPLACE**

Conference Room B

Conference Reservation Agreement
 ↓ NEW Park Tower Conference Center Tenant Agreement.docx

NEW Park Tower Conference Center Tenant Agreement.docx **REPLACE**

- Once you click “Return” the request will be submitted for approval by the Property Management Office. Pending approval, no other reservation can be made during your requested date/time.
- You will be notified via automated email when your reservation has been approved
- Please contact chris.narayan@cushwake.com or call 916-557-1800 should you have any questions or need assistance