



Lounge and Conference Center Information Sheet

TENANT LOUNGE

The Tenant Lounge is an 1,800-square-foot space featuring a kitchenette and bar area. It is only available for rental after 4:30 p.m. during the week.

Capacity -
60 people standing
40 seated

Amenities include -
65" TV
Double-side fireplace
3 Semi-private booths

CONFERENCE CENTER

The Conference Center is a 950-square-foot meeting space, with various setup options available upon request.

Capacity -
70 people seated with no tables
17 tables and 70 chairs available.

Depending on your desired setup, please contact the building office for a specific capacity recommendation.

RATES

Conference Room -	Lounge -
\$50 per hour	\$50 per hour

Dual Usage of the Conference and Lounge -
\$50 per hour
All-Day Rental - \$400

Overtime HVAC (starts at 6 pm) -
\$75 per hour for Cooling
\$55 per hour for Heating

Double-side fireplace -
Additional Fee of \$50

ADDITIONAL REQUESTS

- Ice Bucket
- Bluetooth Speaker and Microphone
- White Board
- Owl
- Podium
- Tablecloths
- HDMI Extension Cable
- Coat Rack

Please Note: Tenants may have food and refreshments catered by a vendor of their choice. Liquor Liability insurance (if applicable) and Certificate of Insurance must be provided prior to the event for any outside vendor. Tenants are responsible for registering visitors/vendors in the iVisitor system.

*We ask that all reservations be made at least 48 hours in advance, with Monday rental requests submitted by 12 p.m. on the preceding Friday



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HELPFUL INFORMATION

Important Phone Number After Hours -

Lobby Security: 312.386.8316

7th Floor Wi-Fi Username and Password -

Network: OSD_Guest_Wifi
Password: Hines_OSD

Instructions for Projecting an Image on the TV -

Images can be projected onto the TV at intervals of 10, 30, or 60 seconds using a USB flash drive. If you don't have a USB flash drive, one can be provided.

Location of the Light Switches -

In the Lounge, the light switch is located to the left of the microwave in the kitchen. In the Conference Center it is located when you enter on the right side wall.

Bluetooth Speakers-

There are (2) Bluetooth Wall Panels - Make sure device is connected to Lounge or Conference Center Bluetooth - one or the other - not Yoga Studio option. Check settings on both panels, making sure Bluetooth is selected, and test different capabilities and volume. On Conference Center panel, you can choose combined or separated which will affect where on the floor you will hear the music (*Keep in mind when Conference Center rentals or meetings are taking place). 0000 is the password