

Conference Room Scheduling Instructions

Conference rooms can be reserved on a first come, first serve basis. We have seven conference areas (five within our suite and two building managed conference rooms on the second floor) available to you. They are as follows:

- Colorado Room – seats 6 comfortably in overstuffed leather chairs around an oval table;
- Aspen Room – seats 3 in an office set up, with executive desk, credenza and computer;
- Denver Room – seats up to 6 in a business lounge setting, with a leather sofa, loveseat, and side chair surrounding a coffee table;
- Vail Room – seats up to 4 either around an executive desk or small side table;
- Rocky Mountain Room – seats 12 comfortably in leather chairs around a boat-shaped table;
- *Suite 280 – accommodates 16 in an executive boardroom style conference room
- *Suite 290 – accommodates up to 75 people in a classroom-style training room.

Conference rooms may be reserved in 15 minute increments. Reservations in any of the five conference areas within our suite can be made either by contacting the receptionist or by going to our online conference room scheduling system at www.boardroomdenver.com/scheduler.htm (We recommend that you bookmark this website for easy access!).

To make a reservation on this site, perform the following steps:

1. Select the date on the calendar on the left side of the screen that you would like to make the reservation.
2. Identify which room you would like to use for your meeting and determine if it is available at the time that you need. Previously reserved times are marked in blue. Available times are shown in white. Online reservations are limited to our normal business hours (8:00 am – 5:30 pm, Monday thru Friday). Reservations outside of these times must be made through one of our staff members.
3. Once you have selected the room and time that you desire, click on the “Add” button below the room name at the top of the screen.
4. A new reservation window will appear. Enter your company name, the start time, end time, and your name as the company contact person. All four of these fields must be filled in to make a reservation. Please also add any

THE BOARDROOM AT CHERRY CREEK
3773 Cherry Creek North Drive, Suite 575
Denver, CO 80209

special notes or requests for your reservation, such as requests for water, coffee, computer projector, etc. in the notes field.

5. New clients, those who have not booked a meeting room with us before, are required to also enter a form of payment and their telephone number to complete the reservation.
6. When finished adding your reservation information, click on the “Add Event” button at the bottom of the screen to complete the reservation. Your reservation will be added to our system.

Only new reservations can be added through our online scheduling system. To change or cancel a reservation, please contact one of our staff members.

Cancellations for meetings scheduled in the Colorado, Aspen, Denver, Vail or Rocky Mountain rooms must be made at least 1 hour prior to the start time of the reservation. Cancellations for meetings scheduled in either Suite 280 or Suite 290 must be made 48 hours in advance. Should you cancel a reservation less than one hour prior to the start of the meeting (or less than 48 hours for Suites 280 or 290), the amount of time that you had reserved will be deducted from your allotment and/or billed to your account. The cost for use of the conference room time that is used over and above your monthly allotment is \$15 per hour for members and \$25.00 per hour for non-members.

**Reservations for Suite 280 or 290 must be made by a member of the Boardroom staff through our building management offices.*