



THE HUB @ 180 CONFERENCE CENTER OVERVIEW

THE PIVOT ROOM

- Dual High Resolution Projectors
- Enhanced Audio Capability
- Wireless Presentation for up to 8 Users
- Ceiling Speakers and Microphones
- Polycom Phone for Conferencing – dial out only
- Training tables for flexible configurations
- Maximum Capacity
 - o Auditorium Style: 66
 - o Classroom Style: 44

THE AXIS ROOM

- High Resolution Flat Panel Display
- Enhanced Audio Capability
- Wireless Presentation for up to 8 Users
- Polycom Phone for Conferencing
- Training tables for flexible configurations
- Maximum Capacity
 - o Auditorium Style: 33
 - o Classroom Style: 22

THE FOCUS ROOM

- High Resolution Flat Panel Display
- Enhanced Audio Capability
- Wireless Presentation for up to 8 Users
- Polycom Phone for Conferencing
- Boardroom Style Table
- Maximum Capacity: 20

**Socially distanced capacities provided upon request.*

Pricing

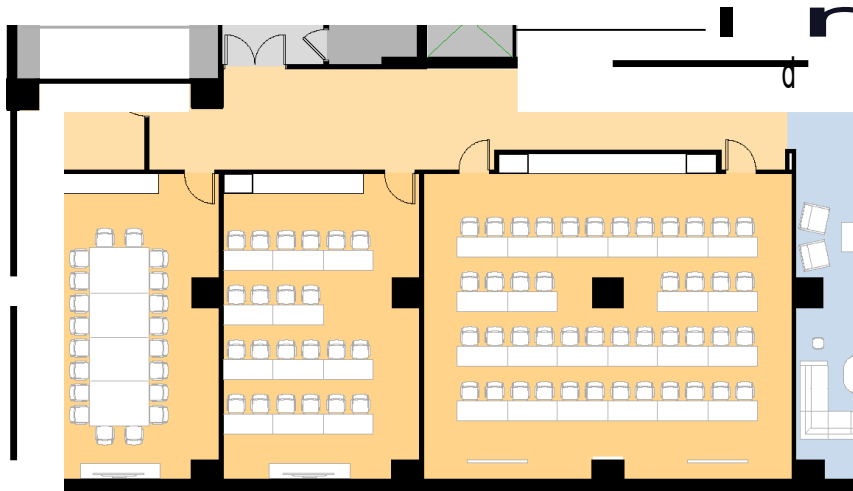
- There is a flat rate for renting each of the Conference Rooms. Due to COVID, there is currently an additional preventative clean-up fee for reserving a Conference Room:
 - o Pivot Room Rate: \$200.00, preventative clean-up fee: \$130.00
 - o Axis Room Rate: \$150.00, preventative clean-up fee: \$65.00
 - o Focus Room Rate: \$125.00, preventative clean-up fee: \$40.00
- Additional fees may apply for after-hours use of the Conference Center.
- Additional fees may be incurred as a result of damage or if extra cleaning is necessary following the reservation.

Conference Room Rules

- The Conference Center is available to rent from 8am-6pm. After-hour reservations are available by special request.
- Please keep noise to a respectful level and be respectful of other Conference Center users.
- The removal of furniture from the Conference Center is prohibited.
- Please remove all personal items at the end of your reservation. Personal items left in the Conference Center after use will be discarded.
- Reservations must be cancelled 48 hours in advance to avoid charges.

Reservation Procedures

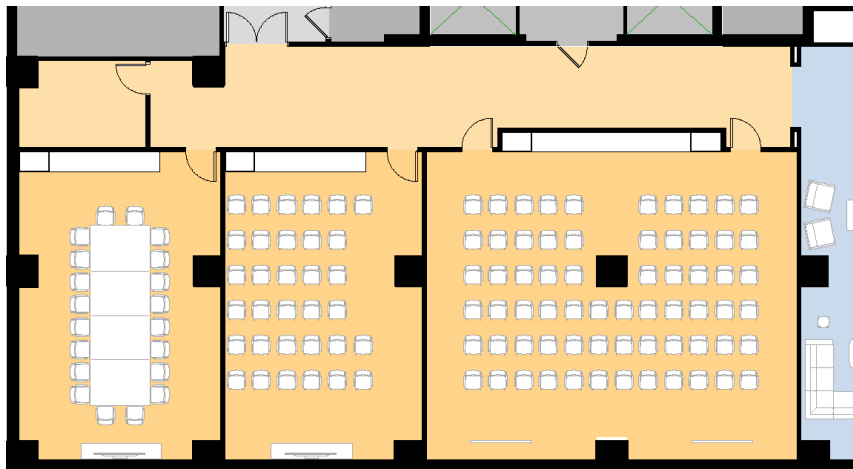
- To create a reservation:
 - o Log in to Building Engines
 - o Select Resource Schedule
 - o Select “Create Reservation”
 - o Include the following information: room set up, number of attendees, date(s), start time(s), end time(s)
 - o Building Engines will send you an email confirming the reservation
- When scheduling your reservation, please include 30 minutes before your required time for set-up and AV testing, as well as 30 minutes after your required time for clean-up.
- Should you have special considerations or questions, please contact Hillary Snodgrass at hillary.snodgrass@hines.com



FOCUS ROOM
20 SEATS
1 TABLE

AXIS ROOM
22 SEATS
11 TABLES

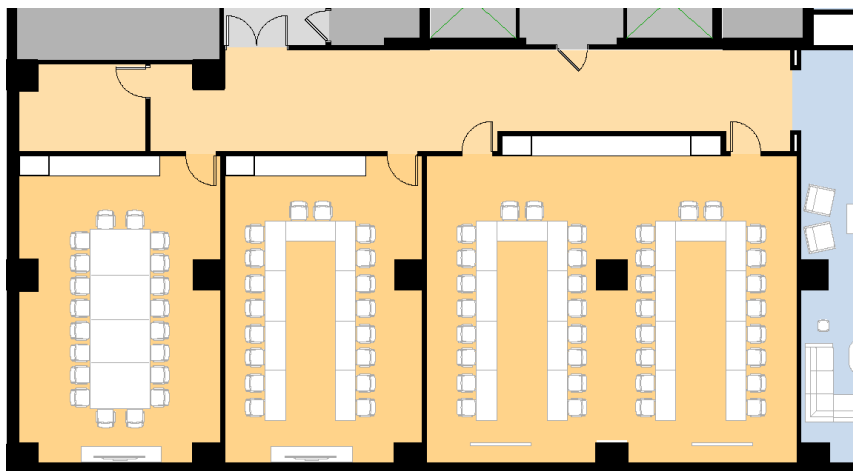
PIVOT ROOM
44 SEATS
22 TABLES



FOCUS ROOM
20 SEATS
1 TABLE

AXIS ROOM
33 SEATS

PIVOT ROOM
66 SEATS



FOCUS ROOM
20 SEATS
1 TABLE

AXIS ROOM
18 SEATS
9 TABLES

PIVOT ROOM
36 SEATS
18 TABLES