

# BUILDING RESOURCES



## ROOMS TO RESERVE (please refer to amenity price list)

- **Conference room:** Reservable through Building Engines; provide set up style, # of people and any additional info needed (revisions also to be made through Building Engines)
  - **Location:** A Tower lobby - P2 level
  - **Complete with:**
    - Large screen for presentations, computer connection to display onto large screen from podium
    - Audio conferencing: podium with several microphones, surround sound speakers and Wi-Fi
    - Event set up available and Catering set up in the kitchenette
  - **Set-up Styles:**
    - **Classroom:** Fits 60 people (30 tables with two seats at each)
    - **U-shape:** 30 people will fit around the U
    - **Clusters:** 10 sets of tables with 8 people around will fit 80 people
    - **Town Hall:** 80 chairs fit in close setting
  - TENANT SHOULD CHECK ROOM SETUP AND AV SYSTEM PRIOR TO MEETINGS.
- **Cafeteria/Rotunda/Patio 2 & 3/ Fire Pit:** Reservable through Building Engines **ONLY AFTER 2PM** (include as much detail as possible)
  - 200 white chairs, 32 stool chairs for 16 high tables
  - A/V and Video conferencing available - Call property manager to review set ups in advance
  - Patio 2 8 tables, 24 chairs – outdoors speakers
  - Patio 3 - 3 high tables, 24 high chairs – Electricity and phone charger available
  - 8 loungers
  - Games (available upon request)
  - Putting Green
  - Fee is required for Porter services.
- **Freight Elevator/Loading Dock:** Reserve via building engines for Freight elevator deliveries
  - Hours are 7am - 7pm.
- **Food Deliveries:**
  - Small Food Deliveries: (pick up in the garage) Security will provide the vendor access to the garage and tenant can pick up food in the glass vestibule.
  - Large Catering Deliveries: via loading dock, a Guard will send vendor up to space via freight elevator per tenants' approval.
    - Use of building front entrance NOT PERMITTED for food deliveries

## **MISCELLANEOUS:**

- **Bike Room:** Available for use by all tenants, located at the garage entrance of 200 Elm Street. Security code for key pad:1560
- **Employee Badges:** Must be shown at all times when entering both lobbies
- **NO OVERNIGHT PARKING** – travel exceptions are made when requested through building engines/ approved by Property Management Team – any APPROVED overnight parking should be on level P1 or P4 only.
- **Cafe/Catering:** Flik - Please contact Flik Manager – Kate 203-388-8198
- **Shuttle:** To/from the train station/pickup and drop off outside of 200 Elm Lobby. Schedule is posted in building engines AND copies can be found at the Security Desks
- **Non -smoking campus** – offsite location outside of P3 garage level smoker pole is available
- **Visitors:** Tenants are required to add visitors to the building engines portal. They Must sign in with security and wear a visitors' badge before proceeding to tenant spaces after tenant approval for non-registered visitors.

**BUILDING CONTACTS: Property Manager:** Marisol Lombardo 203-577-9329 cell / [Marisol@am-property.net](mailto:Marisol@am-property.net), **Security:** 24/7 on site and cell 860-471-1870. In case of any emergencies/questions, please email [amsecurity@am-property.net](mailto:amsecurity@am-property.net), **Asst Property Manager:** Sashoy asstpropmgr@am-property.net 203-456-5829