



GRUBB & ELLIS.

From Insight to Results

Exhibit I

CONFERENCE ROOM REQUEST FORM

Located at 38701 Seven Mile Road, Ste. 455

Available Monday through Friday, 8:00 A.M. TO 5:00 P.M.

AMENITIES:

- 46 Chairs
- 7 - 8' Rectangular Tables
- 2 - smaller Rectangular Tables
- White Board
- Projection Screen
- Kitchenette (refrigerator, sink)

**** COST:**

\$100.00 PER DAY
 (8:00 AM – 5:00 PM) **Anything greater than 4 hours/day**

\$50.00 PER 1/2 DAY
 (8:00 AM – 12:00 PM or 1:00 pm -- 5:00 PM) **4 hours or less**

Tenants are responsible for their own cleanup.
Please lock the door if you are leaving after 5:00 PM.

To reserve the conference room, please fax a Conference Room Reservation form to Grubb & Ellis Management Services, Inc., (734) 462-2050.

** All cancellations must be submitted in writing 24 hours **prior** to the reservation date to avoid charge.

Date: _____ **Company Name:** _____

- Building Address**
- Building 1** 38705
 - Building 2** 38701
 - Building 3** 38695

Suite: _____

Name: _____

Phone: _____ **Fax:** _____

email: _____

Dates Required: _____ **# of Persons Expected:** _____

Type of Event: _____

Start Time: _____ **End Time:** _____

- Conference room is not to be used for events that will interfere with the quiet enjoyment of the surrounding office suites.
- Conference room is not to be used by any person who is NOT a Seven Mile Crossing Tenant.
- Room must be left in a clean condition.
- Reservations will not be accepted more than 30 days in advance. (No exception)
- Cancellations must be made in writing 24 hours prior to the reserved day to avoid charge.

Please sign and fax to the Management Office at (734) 462-2050

Signed: _____ **Date:** _____

Approved by: _____ **Date:** _____