



200 West Madison Lounge @ 200 Reservation Policies & Procedures

200 West Madison is thrilled to provide the Lounge @ 200 for you and your guests. We hope you enjoy the amenity and its state-of-the-art features. As a courtesy to all, we kindly request Tenants and their guests to maintain a respectful and professional environment while visiting the Lounge @ 200.

- Reservations may be made for Mondays – Fridays from 4:00pm – 10:00pm only.
- Reservations may be made for Saturdays and Sundays at a (6) hour maximum between 9:00am – 5:00pm.
- Reservations will be accepted on a first-come, first-served basis. Please be sure to include an alternate date on the reservation form.
- There is no fee to reserve the Lounge @ 200, however, fees for additional cleaning, porter and overtime HVAC services will apply.
 - 2016 hourly rate for additional cleaning and porter services:
 - (2) hour minimum fee
 - labor: \$42.00
 - 2016 hourly rate for overtime HVAC services:
 - heating: \$24.82
 - cooling: \$105.99
- Furniture within the Lounge, including the pool table top and bar chairs, may be relocated upon request and should be relocated by building personnel only.
- All vendors must submit a valid certificate of insurance to the Office of the Building at least (24) hours prior to the reservation time. If applicable, the certificate of insurance must include a dram-shop or liquor liability clause.
- Guests list must be submitted to the Office of the Building at least (24) hours prior to the reservation time.
- To make a reservation for the Lounge, a completed Lounge Reservation Form must be submitted to the Office of the Building at least one (1) week prior to the reservation date.
- To avoid a late fee, the Office of the Building must be notified of cancellations at least (24) hours prior to the reservation time.