

After Hours

Please keep in mind that our office is not staffed after 5:30 pm. You will be using our space without staff on site. In case of an emergency, we can be reached at: 815.252.8038

Pre-Event

Guest List

A guest list is required for all events taking place after 6pm or on Saturday and Sunday. The guest list must be emailed to collaborate@teamworking.vc at least 48 hours before the event. The email should include the following information:

- The name of the event or organization
- The name and phone number of the on-site contact person
- The name and arrival time of any vendors or delivery staff

Security

If there are 50 guests or more the property management office will have to hire an additional security guard. The cost is \$220 and it is a four hour minimum charge.

The event organizer or a volunteer can stand in for the additional security guard to avoid this cost. The stand-in will need to be present in the lobby for the entirety of guest arrival and check-in.

Additional Fees

Should the space need extra cleaning measures post-event, janitorial will be invoiced at \$200. HVAC runs Monday-Friday from 8a-6p, on Saturdays until 1pm and not at all on Sundays. If you would like to extend beyond that, the cost is \$175/hour.

Post-Event

Clean Up

Please dispose of any food or trash leftover from your event using the trash and recycling cans placed throughout the office. Please do not leave any garbage or food in the conference room or common areas. No need to worry about emptying the trash cans or replacing the trash bags, building maintenance will take care of this for you.

Supplies

If you'd like to return for supply pickup or leftover catering/beverages, please email collaborate@teamworking.vc and let our team know. These items can be left at reception on your departure.

A/V Equipment + Photography

Please return any borrowed A/V equipment such as microphones or clickers to the reception desk. If you have any event photography to share, please email collaborate@teamworking.vc.

Exiting the Office

Our space was built to be easy! Our only ask is that you close the main doors behind you.