



Booking the Conference Room

You can reserve the conference room on the same page of our website.

<http://crossroadsproperties.net/conference-room-information/>

1. Select the amount of time needed for your meeting.
2. In the next section click the **Select Staff** dropdown and select your conference room. Although this dropdown says optional, it is required to ensure correct scheduling.
3. Select the date you wish to schedule from the left-hand calendar and on the right will be the available start times.
4. In the last section you will enter your details. Under name, please use both business name and your name. The remaining contact information should connect us to the person responsible for the reservation. Finally, confirm whether you are making this reservation for a tenant of Crossroads Properties and click **Book**.
5. You will receive a confirmation email with details of your reservation and the code to the conference room door. We will change the code periodically so be sure to book a reservation prior to using the room.

If you have any questions or issues with scheduling, please email

service@crossroadsproperties.net.

Thank you!