



# Corporate Meeting Space

3RD FLOOR - 500 W 5TH STREET

WAKE FOREST UNIVERSITY  
CENTER for  
PRIVATE  
BUSINESS

The Wake Forest University Center for Private Business is located at 500 West 5th Street in Downtown Winston-Salem.

Our newly renovated space encompasses the 3rd floor of the building and offers 5 bookable spaces, with a 6th option located within the Center for Private Business Offices.

Members of the Center for Private Business may use the space, depending on availability, without fee. Non-members or non-tenants may reserve a space with a minimal fee.

The 3rd floor is self-service in regards to all set up and breakdown of the space, as well as the technology in the spaces. This includes (but is not limited to) meeting rental delivery, catering delivery, set up of chairs and tables, and floral delivery.



500 West 5th Street, Winston-Salem, NC 27101

# Policies & Procedures

## NON-MEMBER PRICING

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### Event Room & Kitchen, Seminar Room:

\$500 for 4 Hours

\$800 for 8 Hours

### Conference Rooms #1 & #2:

\$250 for 4 Hours

\$500 for 8 Hours

### Conference Room #3:

Available by request only, with first reservation rights for Center Members and Center Staff.

### Deposit & Cancellations:

A 50% Deposit will be invoiced at the time of booking. Final payment will be invoiced at the completion of your booking.

Cancellations made within 48 hours or more of the reservation start time will be issued a full deposit refund.

Cancellations made in less than 48 hours of start time will not receive a refund for the 50% deposit.

## HOW TO BOOK

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Utilize our form to request a room reservation.

<https://cpb.memberclicks.net>

Non-members will be asked to create a username and password to access this form.

If you are a Member of the Center for Private Business and need assistance resetting your password, contact Heather Leach, [leachh@wfu.edu](mailto:leachh@wfu.edu)

## TECHNOLOGY

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Tech support is not available on the 3rd Floor, so plan to arrive early to make sure your devices and presentations work properly.

If using a MAC laptop, you will need to bring your own adapter as the systems are set up for PC's.

Wireless & wired video presentation and conferencing is available in the Seminar/ Training/Classroom, the Executive Boardroom and the Event Space.

Information about the Clickshare Barco system is here.

<https://www.barco.com/en/clickshare/support/clickshare-cse-200/knowledge-base/2898-how-to-share-with-clickshare-button>

All A/V equipment must be powered off at the completion of the meeting or event. Failure to do so may result in additional equipment usage/damage fees.

## WIFI

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Network: Business Center

Password: 5ooW5thSt

*\*Note - lower case letter o's, not zeros.*

# Policies & Procedures

## BEFORE EVENT

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Send a list of all attendees to Heather Leach, leachh@wfu.edu. She will forward this to the Security Team to ensure a smooth check-in process the day of your event.

### Questions?

For questions regarding event space reservations please contact Heather Leach, leachh@wfu.edu.

## DURING EVENT - POLICIES

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Events and meetings held by members, outside groups and non-tenants on the 3rd Floor at the 500 W 5th Street building are self-directed and self-managed.

Organizations and individuals reserving the 3F meeting spaces assume all responsibility for damages to the equipment and rooms.

The 3rd Floor is a professional office environment, so consideration of floor tenants and other groups using the 3F Meeting Spaces should be observed in regards to presentation and conversation noise levels.

Groups reserving the 3F Meeting Spaces have the responsibility to meet all rental delivery, catering delivery and floral delivery representatives and for setting up in the respective rooms.

## DURING EVENT - KITCHEN

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For groups reserving the Event Space & Kitchen, ordering and managing all catering is the responsibility of your group. There is not a list of preferred caterers for meeting spaces. You are free to bring in coffee service or there is a dual Keurig Coffee Maker in the Kitchen that is available to use - please bring in Keurig Cups for single servings or pre-ground coffee if you want to brew coffee using the 12-cup carafe.

Kitchen supplies are limited, so also bring in any paper goods, cups, creamers/sugar/ etc. that you will require for your event.

Refrigerator space, a microwave and a warming drawer are available to groups reserving the Event & Kitchen Space.

Cleaning supplies and paper towels are available under the Kitchen sink.

Please inform staff or the Security Team at the Front Desk (336.929.1318) about any food or drink spills that occur in the meeting spaces so the Maintenance Team can be notified to prevent carpet and floor stains.

Any trash that overflows the kitchen bins must be taken out to the downstairs trash area in the loading dock.

## AFTER EVENT - CLEAN UP

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Remove all sticky easel paper from the walls and wipe whiteboards clean after your meeting is concluded so that your confidential information does not remain in the space. Please only use Dry Erase markers - permanent markers are not allowed on the whiteboards

All setup, breakdown and clean up are the sole responsibility of the group or organization reserving the space on the 3rd Floor and the meeting spaces should remain in "as new" condition.

In regards to room layout and setup, please leave the 3F Meeting Spaces in a clean and orderly condition, with chairs reset/straightened and tables returned to their original configuration.

All A/V equipment must be powered off at the completion of the meeting or event. Failure to do so may result in additional equipment usage/damage fees.

## PARKING

Parking is available in the Visitor Lot at the corner of 5th Street and Poplar on a first-come, first-serve basis.

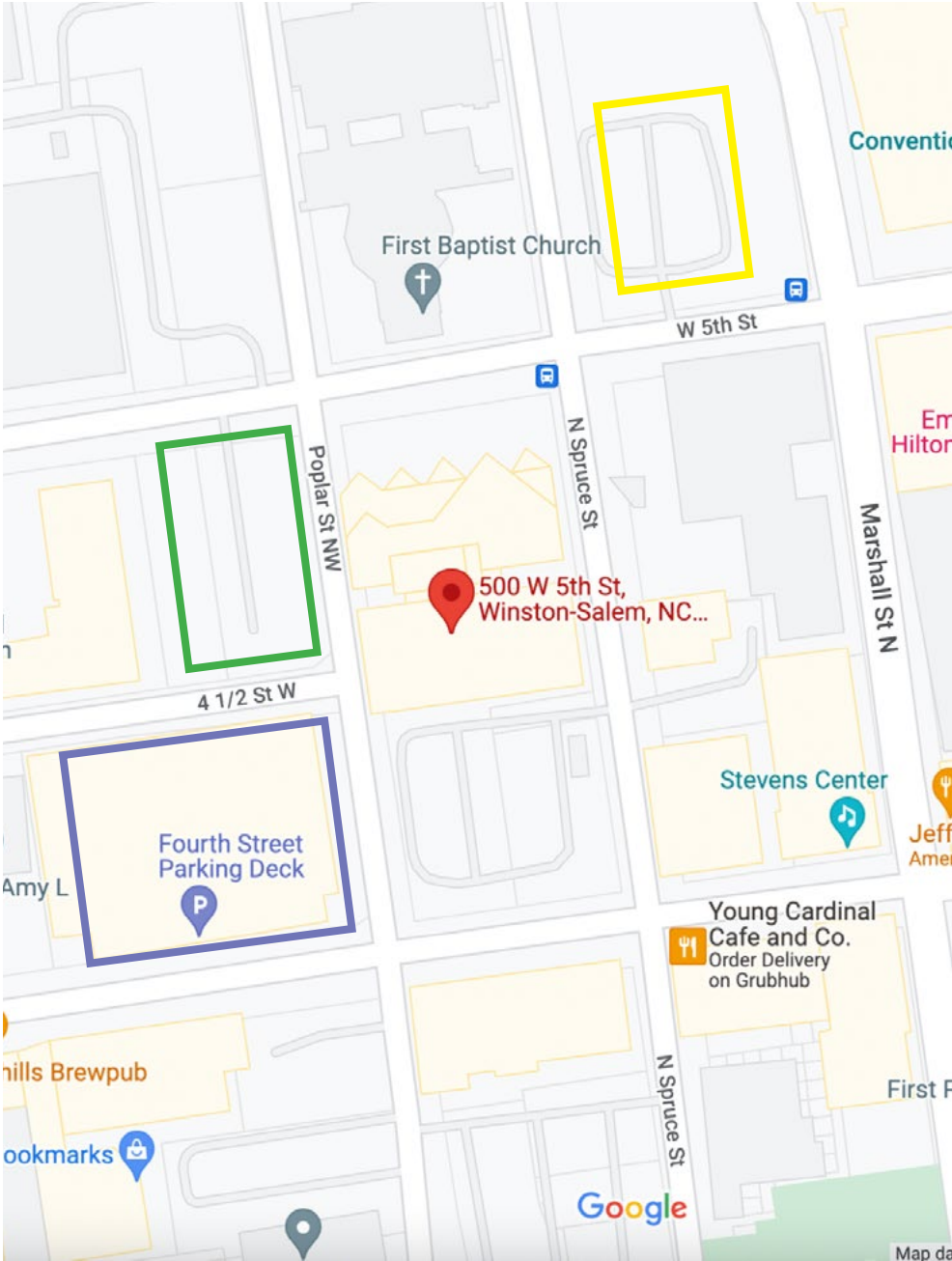
For groups of 10 or more people, parking is available in the overflow lot on the corner of 5th Street and Spruce. The entrance to this lot requires pressing the help button and providing your information to Security for admittance.

Paid parking is available in the parking deck at the corner of 4 1/2 Street & Poplar Street.

The rules for admittance to both visitor lots are subject to change at which point updated information will be posted.

## PARKING LEGEND

- Green:** Visitor Lot 1
- Yellow:** Overflow / Visitor Lot 2
- Purple:** Paid Parking Deck



# Event Space & Kitchen

RESERVED IN TANDEM

The Event Space is the largest room available for booking on the 3rd Floor. This is a flexible space, with moveable tables, chairs and a whiteboard. Arrange the space to suit the type of meeting and style of presentation for your group.

*Note that a reservation of the kitchen is required when reserving the Event Space.*



**Max Room Attendees:** 40



**Whiteboard:** Yes, moveable



**Microphone:** Yes



**AV:** Projector with Wireless & Hardwired Video Presentation Capability – No Live Video Conferencing



# Event Space & Kitchen

RESERVED IN TANDEM

The 3rd Floor Kitchen area is available for those reserving the Event Space. The kitchen has a large island with space to set up food and beverages, as well as countertop seating.

The kitchen includes:

- + refrigerator
- + coffee station
- + warming drawer
- + sink and faucet
- + cleaning supplies

\*Note there is no oven.

*A reservation of the kitchen is required when reserving the Event Space.*

## PRICING

Free Pending Availability, Member  
\$500 for 4 Hours, Non-Member  
\$800 for 8 Hours, Non-Member

**BOOK THIS SPACE**

<https://cpb.memberclicks.net>



# Seminar Room

## FIXED CLASSROOM SEATING

The Seminar Room is the second largest space for booking and is set up for seminar and training-style meetings. The furnishings are fixed in a classroom arrangement.



**Max Room Attendees:** 32



**Whiteboard:** Yes, moveable



**Microphone:** Yes



**AV:** Projector with  
Wireless & Hardwired  
Video-Presentation and  
Live Video-Conferencing  
Capabilities

## PRICING

Free Pending Availability, Member  
\$500 for 4 Hours, Non-Member  
\$800 for 8 Hours, Non-Member

**BOOK THIS SPACE**

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# Conference Room #1

## EXECUTIVE BOARD ROOM

The first Conference Room is on the West side of the 3rd Floor with two floor to ceiling windows for natural light and a glass wall offering sound dampening for important meetings. It is set up in board room style with a large conference table and rolling chairs, and includes a buffet cabinet for refreshments.



**Max Room Attendees:** 14



**Whiteboard:** No



**Microphone:** No



**AV:** Television Monitor with Wireless & Hardwired Video Presentation and Live Video-Conferencing Capabilities

### PRICING

Free Pending Availability, Member  
\$250 for 4 Hours, Non-Member  
\$500 for 8 Hours, Non-Member

### BOOK THIS SPACE

<https://cpb.memberclicks.net>



# Conference Room #2

## GENERAL CONFERENCE ROOM

The second Conference Room can seat 10 attendees and is an interior room on the East side of the 3rd Floor with wall-to-wall glass on one side that offers sound dampening for important meetings. It is set up as a conference room with a large table and ten rolling chairs.



**Max Room Attendees: 10**



**Whiteboard: No**



**Microphone: No**



**AV: Television Monitor with Wireless & Hardwired Video Presentation – No Live Video-Conferencing Capabilities**

### PRICING

Free Pending Availability, Member  
\$250 for 4 Hours, Non-Member  
\$500 for 8 Hours, Non-Member

**BOOK THIS SPACE**

<https://cpb.memberclicks.net>



# Conference Room #3

## CPB CONFERENCE ROOM

The third Conference Room is located within the Center for Private Business offices and can seat 8 attendees. This room is available by special request only to Members and Forum Participants, and offers wall-to-wall windows overlooking Downtown Winston-Salem.



**Max Room Attendees:** 8



**Whiteboard:** Yes



**Microphone:** No



**AV:** Television Monitor and Wireless Video Presentation Capability – No Live Video-Conferencing Capabilities and Not Hardwired

### PRICING

Only available by special request of Members or Forum participants.

**BOOK THIS SPACE**

<https://cpb.memberclicks.net>



# Small Spaces Open to All

FIRST COME, FIRST SERVE

On the East side of the 3rd Floor and across from the General Conference Room, we have two individual privacy pods with two chairs and a coffee table that allow for phone conversations or one-on-one meetings between two people.

Additionally, our space includes a small room behind the Kitchen with three cushioned booths for smaller meetings or small lunch gatherings. There is a monitor available in the booth seating space with wireless video presentation capabilities (no video conferencing capabilities and not hardwired.)

These small spaces are not reservable and are available on a first come – first served basis.



