

**Disclaimer: This is not an official document. It serves as an example and will be edited once the yellow fields are completed.**

## HTB CONFERENCE/ TRAINING CENTER

### CONFERENCE & TRAINING ROOM

Pricing: Every \$100 spent a month in rent = 1 hour of scheduling time. Does not roll over.

<b>Members</b>	<b>Capacity</b>	<b>Full Day</b>	<b>Half Day</b>	<b>Hourly</b>
<b>Conference Room</b>	16	\$300	\$150	\$45
<b>Training Center</b>	9	\$300	\$150	\$45

### SCHEDULING A ROOM

To schedule a room, visit the tenant portal at [www.kchistoricbuildings.com](http://www.kchistoricbuildings.com)

Username: \*personal username\*

Password: \*personal password\*

(You will be assigned a username and password at the time of move-in)

### MISCELLANEOUS

1. Training Room Computer Log On
  - a. Username: HTB
2. Total number of scheduling hours remaining
  - a. Once logged in, the number of hours remaining are in the upper right-hand corner
3. Purchasing additional hours
  - a. Please reserve additional hours at [www.kchistoricbuildings.com](http://www.kchistoricbuildings.com) under Tenants → Schedule a Room → Reserve Additional Hours