**Fee and Availability:** Rooms are available FREE to Council members in good standing on a first come, first served basis. You will receive confirmation of the room’s availability within 3 business days.

**Rules/Restrictions:** Revenue-generating events are not permitted. Members cannot reserve on behalf of another organization. Members may use the conference room up to 4 times per year. Meeting logistics as well as room setup/cleanup are the responsibility of the member organization. Participants list should be provided to Meisha Robinson, mrobinson@pac.org, 24 to 48 hours prior to your event. If you need to cancel, please do so as soon as possible so the room can be made available to others. The Council cannot guarantee the safety/security of any outside equipment that is left overnight. The Council requests that speakers use our equipment, including our PC-based laptops, to display their presentations. The Council is not responsible for the functioning of outside equipment and, in most cases, cannot provide assistance with issues that arise.

**Office Hours:** The Council’s regular office hours are 9 a.m. to 5 p.m. If your meeting will be held outside of that timeframe, please let us know in advance and we’ll make an effort to accommodate your needs.

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**Food and Beverage Service:** We do not offer food and beverage service. You are free to use the caterer of your choice. Nearby recommendations include:

- High Noon: highnoonalways.com
- W. Miller & Co: wmillar.com
- Menus by Occasions Caterers: menusdc.com
- Windows Catering: catering.com

At the conclusion of your meeting, please put any garbage in the room’s trash cans.

**Directions:** The Council’s office is located at 2121 K St. N.W., Suite 900, Washington, D.C. 20037. The building’s entrance is on K Street, between 21st and 22nd streets. We are within blocks of the following Metro stations: Foggy Bottom (blue and orange lines), Farragut West (blue and orange lines) and Farragut North (red line). For detailed directions, visit pac.org/directions.

**Questions?** Please contact the Council’s coordinator of administrative services, Meisha Robinson, at 202.787.5950 or mrobinson@pac.org with questions related to your reservation. If you would like to know more about your benefits as a member, please contact Shelly Deavy at 202.787.5967 or sdeavy@pac.org.

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Use the Conference Room Request Form to submit your reservation details. Please submit via fax to 202.280.1007. You will receive a confirmation email followed by a phone call.