

HOW TO RESERVE THE PONDEROSA OFFICE CENTER CONFERENCE ROOM

Select Hyperlink Below

[Calson Properties Ponderosa Office Center Conference Room](#)

The screenshot displays the Calson Properties Inc. Ponderosa Office Center Conference Room Reservation Calendar for July 2021. The interface includes a search bar with the text "Request Conference R" highlighted in a red box. Below the search bar, there are navigation controls for the month and date, including "Today" and "Go to Date" buttons. The calendar grid shows the days of the week and the dates. A booking is visible on Tuesday, July 6th, for the time slot 10:00am - 11:00am. The booking is represented by a blue dot and the text "10:00am - 11:00am Booked". The calendar also shows Independence Day on Sunday, July 4th. The interface includes a search bar with the text "Request Conference R" highlighted in a red box. Below the search bar, there are navigation controls for the month and date, including "Today" and "Go to Date" buttons. The calendar grid shows the days of the week and the dates. A booking is visible on Tuesday, July 6th, for the time slot 10:00am - 11:00am. The booking is represented by a blue dot and the text "10:00am - 11:00am Booked". The calendar also shows Independence Day on Sunday, July 4th.

Please select request conference room at the top left corner under our company logo.

Ponderosa Office Center
3080 Olcott Street. Santa Clara, CA 95054
www.calsonprop.com

Suggest an Event

This form must be completed to request reservation of the conference room at least one full business day prior to reservation. Please include your full name, unit number in description, company name in description, email and phone number. Thank you, Calson Properties

Your Contact Information

* required

This will not appear in calendar event

Full Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number	<input type="text"/>
Organization	<input type="text"/>
Note to Calendar Administrator	<input type="text"/>

Please complete the highlighted fields above and below.

Full Name: Insert your first and last name

Email Address: Insert your email address

Phone Number: Insert your phone number

Organization: Insert your company name

Event Information * required

This will appear in calendar event

Event Title *

Category

Start Date *

All day event No end time

Start Time *

End Time *

Repeat Type

Description

Web Page Link

Optional, go to for more event information

Please complete the highlighted fields above and below.

Event Title: Unit Number at Ponderosa Office Center

Start Date: Add Date of requested reservation

Start Time: Add start time of your event

End Time: Add end time of your event

*Please note that we do not require information under **EVENT LOCATION***

I accept the [Privacy Policy](#) regarding information being submitted.

Click on the Send Suggestion button to send your request to the calendar administrator for review and approval. Thank you. 719-448-9900

[Send Suggestion](#)

Please select I accept the Privacy Policy once reviewed
Please select Send Suggestions once all other items are completed.

Our team will email with confirmation of approval on your conference room reservation after review.

We will include a lock box code in the confirmation email. The lock box has the key to the conference room.

If you have any questions, please call 719-448-9900.