



PAY-AS-YOU-GO Workspace Options

- Buy a day pass, reserve your desired workspace at suitespotte.com or scan QR Code.
- Our business hours are **Monday through Friday 8:30 am to 5:00 pm**, except holidays.
- Use based on availability. Full payment is required at time of reservation.

Workspace Options	Description	Forest Park	La Grange
Flex Desk	Open, shared flex desk WiFi, Private phone booth use for private calls Available during business hours	Single Day Pass: \$30/Day (Valid for 30 Days) 6-Pack Pass: \$125/Each (Valid for 60 Days)	
Day Office - Forest Park	Single furnished private office occupancy + guest chair for the day during business hours WiFi, Desk, Task Chair, HDMI Display Monitor.	\$75 / Day Book online by the day	N/A
Focus Room - La Grange	Private single occupancy, sustainably soundproof, HD Pro webcam, 24" Monitor, Bluetooth keyboard & mouse, sit/stand desk, white board, built-in power & ventilation systems.	N/A	\$75 / Day Book online by the day
Meeting Rooms	Booked by the hour or for the day during business hours WiFi, HDMI Display Monitor Reserve online	Huddle Room Seats up to 4 \$25/Hour; \$150/Day Conference Room Seats up to 18 \$75/Hour; \$450/Day	Huddle Room Seats up to 4 \$25/Hour ; \$150/Day Conference Room Seats up to 8 \$50/Hour; \$300/Day

Use and Cancellation Policies

Use beyond reservation: If the meeting room is available beyond your meeting reservation, and your meeting extends 5 minutes or more beyond your reservation, you will be charged a minimum of one additional hour. If the meeting room is reserved by another party, you will be required to vacate the room immediately at the end of your reservation time.

Reservation cancellation: Meeting room/day office/focus room cancellation is accepted within 2--5 business days prior to meeting with a full credit to reschedule date. Cancellation less than 2 business days prior to booking, no refund. Cancellation 6 business days or more prior to booking, full refund. No refund for Day Pass/6-Pack purchase.

Terms of Use: All members and guests who enter the Suite Spotte workspace are expected to have read and to comply with the Terms of Use, which include health & safety requirements posted on suitespotte.com.