



San Jacinto Center Conference Center

The San Jacinto Center Conference Room and Catering Kitchen located in Suite 525 is available for customer use free of charge on a first come, first served basis. The room must be reserved in advance.

Please include time needed to set-up or clear the conference room in your reservation request. The Conference Center is available Monday through Friday, 8am – 5pm (*no exceptions*).

Reservation Access is limited to customer Work Order designees. Please include your company name when requesting a reservation.

The Conference Room is located on the 5th floor inside of Suite 525, adjacent to the Property Management Office in Suite 530. Also located inside of Suite 525 is a catering kitchen, which includes a refrigerator and microwave for your use.

The Conference Room includes 14 office chairs, and the Conference Room table seats 12. The Conference Room is equipped with a projection system capable of connecting devices through its ports (HDMI, etc.) and your screen will project to the wall-mounted television. A television remote is located in the top drawer of the credenza, and a keychain of miscellaneous device adapters is available on loan from the Property Management Office next door in Suite 530. Wifi is available as a courtesy – the network is “Cousins-Guest” and there is no password.

Customers are welcome to rearrange the furniture to suit individual needs, but you must return the room to its usual configuration.

Property Management Office Contact Information

Suite 530 – (512) 279-2170

Jess Brannan, Administrative Assistant
(512) 279-2173 | JBrannan@cousins.com

Alex Will, Assistant Property Manager
(512) 279-2181 | AWill@cousins.com

Vicki Hott, Senior Property Manager
(512) 279-2174 | VHott@cousins.com

Additional Rules & Regulations

- Please be mindful of your reservation start and end time in the event another reservation is booked immediately before or after your reservation.
- If your plans change, please cancel your reservation to allow others to use the room as needed.
- If you plan a meeting with a large number of people, please advise the Property Management Office so we can make thermostat adjustments if necessary.
- The automatic locks on the Center will be unlocked during your requested reservation; please specify in advance if you prefer the exterior Suite door locked to visitors during your reservation. The Conference Room door shall remain unlocked at all times.
- The Center’s door shall not be propped open at any time.
- No signage may be displayed in the hallway near Suite 525 without prior approval from Property Management.
- There is a telephone in the Conference Room. Please contact the Property Management Office if you need assistance with any phone conferencing capabilities. You must first dial ‘9’ for outgoing calls.
- All trash and recycling should be placed in trash containers. If you need additional trash containers or you need assistance with trash removal please contact the Property Management Office. Please place any clean, empty boxes on the catering kitchen floor next to the blue recycling container.
- Removing chairs or any furniture from Suite 525 is not allowed.
- Beer and Wine can be consumed in the Conference Center provided the doors remain closed and all beverages remain in the Center. No hard alcohol can be consumed in the Conference Center at any time.