**Reservoir Collaboration Space, Office Space, & Conference Room Reservation Policy**

The Reservoir Center for Water Solutions has collaboration spaces, six temporary office spaces and four conference rooms that are available for use by Reservoir Affiliate Partners to further the Reservoir mission of overcoming global water challenges through collaboration and constructive dialogue. Employees of Reservoir Affiliate Partners may reserve a temporary office space or conference room for use Monday through Friday between the hours of 8 AM and 5 PM for the purpose of furthering the Reservoir mission. Reservations may be made up to 30 days in advance either [online](https://www.reservoircenter.org/facility-request/) or by calling Reservoir at 202-869-9100.

Reservations are made on a first come, first served basis and are subject to availability. The availability of the temporary office spaces and conferences may be impacted by events being held at Reservoir. Consult the Reservoir [calendar](https://www.reservoircenter.org/#events) of events for more information. Reservoir also reserves the right to reallocate temporary office space and conference rooms equitably among Reservoir Affiliate Partners if needed. Any Reservoir Affiliate Partner who would like to reserve more than three of the temporary office spaces at any given time or multiple conference rooms should consult with the Reservoir Program Manager to confirm availability and ensure equal opportunity for other Reservoir Affiliate Partners who may also have an interest in using the collaboration spaces.

When reservations for temporary office spaces are made, there must be a name associated for each workspace. Each user must accept Reservoir’s [terms of use](https://www.reservoircenter.org/reservoir-center-conditions-of-use/) either when making the reservation or checking in to the Reservoir facility. Guests of Affiliate Partners are permitted the temporary office spaces when accompanied by the Affiliate Partner member. When reservations for conference rooms are made, a complete attendance list must be submitted to the Reservoir Program Manager at least 1 business day in advance of reservation date. All attendees must accept the Reservoir terms of use as part of the facility check in process.

Affiliate Partners looking to host an event at Reservoir should contact the Reservoir Program Manager by sending an email to [info@reservoircenter.org](mailto:info@reservoircenter.org).

Any visitor to Reservoir may be asked to present valid, government-issued photo identification to gain access to the collaboration space. Reservoir will record personal data from visitors for security purposes and may use a visitor’s contact information to send them information about Reservoir news and events. Reservoir’s data privacy policy is available at <https://www.reservoircenter.org/privacy-policy/>.