

A Guide to Reservations at the Reservoir Center for Water Solutions

Introduction to the Reservoir Center

The Reservoir Center was established to serve as a convening space for the water sector, fostering collaboration among water professionals to advance solutions to global water challenges. Since its inception in June 2022, the Reservoir Center Program has forged partnerships with leading trade associations, policy forums, think tanks, philanthropic foundations, and academic institutions. As a hub for water sector leaders and innovators, our mission is to overcome global water challenges through collaboration, envisioning a world where water is not a barrier to health or sustainability.

Meet the Team Behind Your Reservation

Nicole Horvath	Program Manager
Sierra Barbour	Meeting and Event Coordinator
Paola Herrera	Facilities Manager
Justin Curtis	IT/AV Specialist
Darren Jones	IT/AV Specialist
Tammy Wofford	Property Administrator
Ramiro Berrera	Day Porter

Reservation Process

1. Complete and submit the [online facility request form](#).
2. Once your request is received, you will receive a confirmation email via our reservation management system.
 - a. **For Multipurpose Room requests:**
 - You will need to schedule an [initial call](#) with the Meeting and Event Coordinator to discuss the nature of your event. This is required for your event/meeting to be approved.
 - Once approved, sign the Space Agreement located in your event portal. **An unsigned agreement may lead to the forfeiture of your reservation.**
 - You will need to schedule a [follow-up call](#) with the on-site team 1-2 weeks before your event to finalize details.
3. For confirmed Conference Rooms and MPR - The following documents must be delivered via email no later than 3 days prior to your event.
 - Final agenda including mealtimes and details on deliveries.
 - Certificate of Insurance (COI) of all vendors who will remain onsite (catering, photographers, etc.)
 - RSVP list (using template provided in confirmation email) 2-3 business days before your event. For more details on the check in process refer to page 3, section "Building Access".
4. Complete the [post event survey](#) **future request will not be approved until survey is completed**
5. **In the event of a cancellation:** We require **90 days written notice** for cancellation of events in the MPR, **14 days written notice** for conference rooms, and **5 days written notice** for hot desks. Out of respect for our partners' shared use of the Reservoir Center, groups with repeated cancellations will result in a 6-month penalty on booking space.

Planning your Event: Guidelines and Expectations

The Reservoir Center is open from 8:00 AM to 5:00 PM. Day events may be scheduled from 8:30 AM to 4:45 PM, and evening events from 5:00 PM to 7:45 PM (with limited availability). To ensure a seamless and successful event, please adhere to the following guidelines-

Day Events:

1. **Event Scheduling and check-in:** All events should be scheduled within the operating hours of 8:00 AM to 5:00 PM. We ask that your event starts no earlier than 8:30 AM. When planning your event, please account for the time you'll need to set up, receive catering, and allow guests to arrive before your formal agenda begins.
2. **Guest Check In** - All guests are required to check in via our kiosk. For most day events, a pre-registration link will be provided to attendees from the check-in list provided by the partner. Someone from your organization should be assigned to assist with check-in at the downstairs registration desk
3. **Setup and Catering:** We recommend assigning a team member to arrive onsite at least 30 minutes prior to attendee arrival, in order to facilitate material setup, meet with IT/AV coordinator and accommodate catering services. Assigning a team member to arrive early onsite will ensure that all arrangements are completed before the official start of your event and avoid any delays.
4. **Conclusion of Event:** To provide our facilities staff with adequate time to clean and prepare for the next day's events, we request that your event concludes by 4:45 PM. This allows for a smooth transition and ensures that our space is ready for subsequent activities.
5. **Clean-Up:** It is important that all areas used during your event are cleaned and returned to their original condition. This includes removing any trash, tidying up spaces, and ensuring that no personal items or equipment are left behind.
6. **Staff Assistance:** Room layout will be set prior to event/meeting day. Our team will be available to support minimal room changes during your event. For any specific needs or last-minute changes, please coordinate with our staff to ensure everything is addressed promptly.

Evening Events:

1. **Event Timing and check-in:** All evening events must conclude by 7:45 PM. This allows our facilities staff adequate time to clean and prepare for subsequent events.
2. **Guest Check In** - All guests are required to check in via our kiosk. Someone from your organization should be assigned to assist with check-in at the downstairs registration desk
3. **Setup and Catering:** Please schedule sufficient time for setup, material drop off, catering delivery, and guest arrival within the designated event window. All catering equipment and personal items must be removed from the premises immediately following the conclusion of your event.
4. **Clean-Up:** It is essential that all areas used during the event are cleaned and returned to their original condition. This includes removal of all materials and ensuring no equipment or personal items are left behind.
5. **Staff Assistance:** Our staff will be present to oversee the coordination of logistics during your event. However, it is your responsibility to designate a coordinator who will ensure that all aspects of the event run smoothly, including assisting with catering, checking in guests, and addressing guest needs.

Building Access and Transportation Options

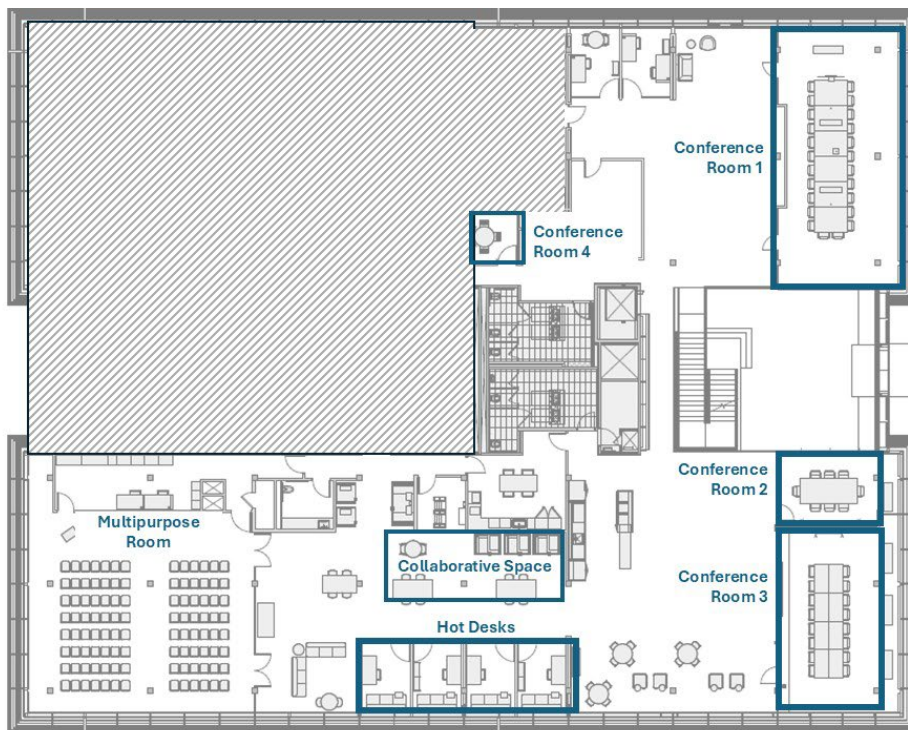
Partners must submit their RSVP list **2-3 business days before the event**. A template will be included in the space request confirmation email. Please make sure to complete all fields on the first tab. Guests will receive a link to facilitate a smooth check-in process, with most information prefilled from the provided RSVP list. After pre-registering, a QR code will be sent via email, which will be scanned at check-in. Guests who do not pre-register will need to check in using the iPad at the front desk. If your visit lasts more than one day, guests must check in each day.

We do not have parking on the premises. Visitors are encouraged to utilize public transportation; we are a 5-minute walk from the Navy Yard Metro Station. Should your visitors need parking you can find details about paid [parking lots on our website](#).

Inclement Weather Policy

In the event of inclement weather, we will follow the same operating schedule for DC Public Schools.

Overview of the Space



Room	Total Capacity	IT/AV
Conference Room #1 (Board Room)	24	Capability to host Zoom or Teams meetings, Rally (2) table mics, Digital white board with sharing features, 3 65-inch TV screens.
Conference Room #2	8	All in one Zoom or Teams neat bar camera and audio, neat pad to control audio and camera settings. 1 65-inch TV screen
Conference Room #3	20	All in one Zoom or Teams neat bar camera and audio, neat pad to control audio and camera settings. 3 75-inch TV screens.
Conference Room #4	3	All in one Zoom or Teams neat bar camera and audio, neat pad to control audio and camera settings. 1 65-inch TV screen
Multipurpose Room (MPR)	Theater Style:100 Classroom style: 70 POD Style: 70	17 – 8ft rectangle tables, teams and zoom capabilities, 80 x 143in screen, Audience and presenter cameras, 2 integrated speakers, 2 external speaker, wireless HDMI casting, 6 handheld mics, 6 tabletops zoom only mics, large event timer, power point clicker. To view layout and setup options, click here: https://www.reservoircenter.org/mpr-dimensions/
Office Space (Hot desk)	1-2	Docking Station, Monitor, Keyboard/mouse, and whiteboard

Amenities Available

Café Area

- Cold and Hot water taps.
- A café machine offering a variety of coffee styles, including latte, cappuccino, and americano.
- Mugs, glasses, plates, bowls, and flat ware (up to 40)
- End-of-Day Cleanup: Please bring all dishes to the cafe/kitchenette area and place them in the sink

****Note NO single use plastics including plastic water bottles, utensils or clam shell containers are permitted in the building****

Office/Meeting Supplies

- Loaner Laptop and presentation remote
- Flip Chart Paper
- Portable Whiteboard and Markers
- 15 Easels

Hotel Codes:

Hampton Inn and Suites
1265 First Street SE, 0.3mi
Corporate Code: 0002762480

Thompson Hotel
221 Tingey Street SE, 0.2mi
Corporate Code: CR00743

Outside Food & Beverage Policy

- No single use beverage bottles, utensils, or containers are to be brought into the Reservoir Center by either caterers or visitors.
- In an effort toward sustainability, **the Reservoir Center strongly discourages ordering individually packaged boxed lunches**. Please ask your caterer to bulk all items separately, when possible, so that it's easy to grab-and-go but saves on packaging. They may alternatively use compostable materials
 - For example, placing all sandwiches on one platter or all individual bags of chips in one basket, instead of individual boxes for each meal.
- At the conclusion of your meal time, please help us to consolidate trash, clean up small messes, and place dishes in the sinks in the cafe/kitchenette areas. Any large cleanup necessary will be handled by our porters.

Catering Information

Groups are welcome to use any catering/food service; we do not have preferred vendors. Below is a list of familiar faces. You are welcome to choose outside of this list.

Catering Service	POC	POC Email
Main Event	Elyse McFadden	elyse@maineventcaterers.com
Purple Onion	Cassandra DeLisle	Cassandra@purpleonioncatering.com
Root and Stem	Yolanda Atkins	yolanda@dcgreenleaf.com
Spilled Milk (discount applied if Reservoir/Xylem is mentioned)	Steven Perez	steven@spilledmilkcatering.com
Eco Caters	Habiba Isse	habiba.isse@ecocaters.com

Walkable pick-up options:

- Bethesda Bagel
- Toastique
- Maman
- Panera
- Sweetgreen
- Takorean
- Potbelly
- Emmy Squared
- Harris Teeter

Learn More about What's in the Navy Yard Neighborhood

- Capitol Riverfront - <https://www.capitolriverfront.org/>
- The Yards DC Events - <https://www.capitolriverfront.org/things-to-do/events>
- Eventbrite Navy Yard Events - <https://www.eventbrite.com/d/dc--washington/navy-yards-dc/>

Keep Up with the Reservoir Center:

- [Newsletter](#)
- [LinkedIn](#)
- [Instagram](#)

For questions related to your event/meeting please email info@reservoircenter.org