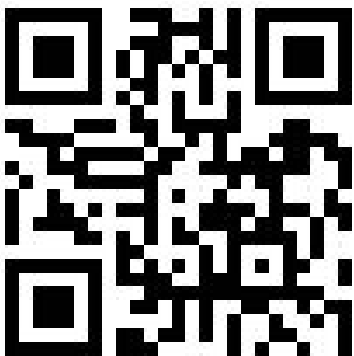
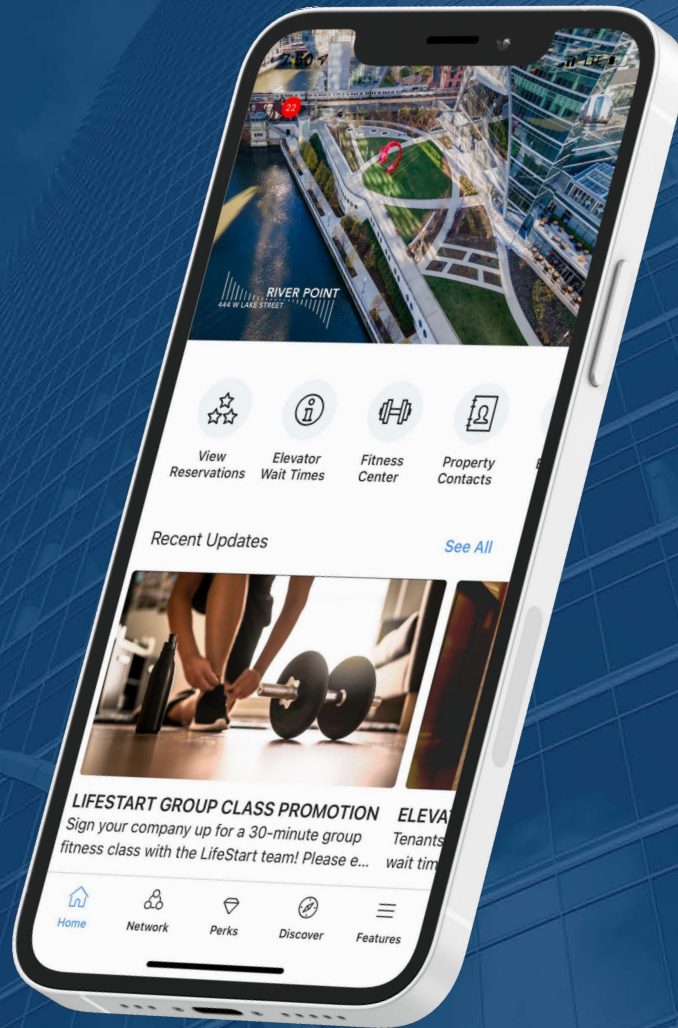


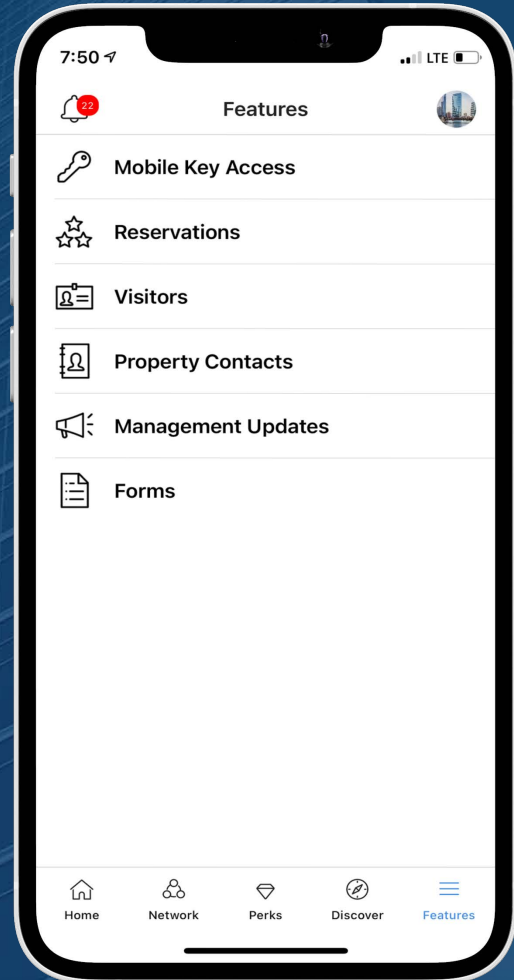
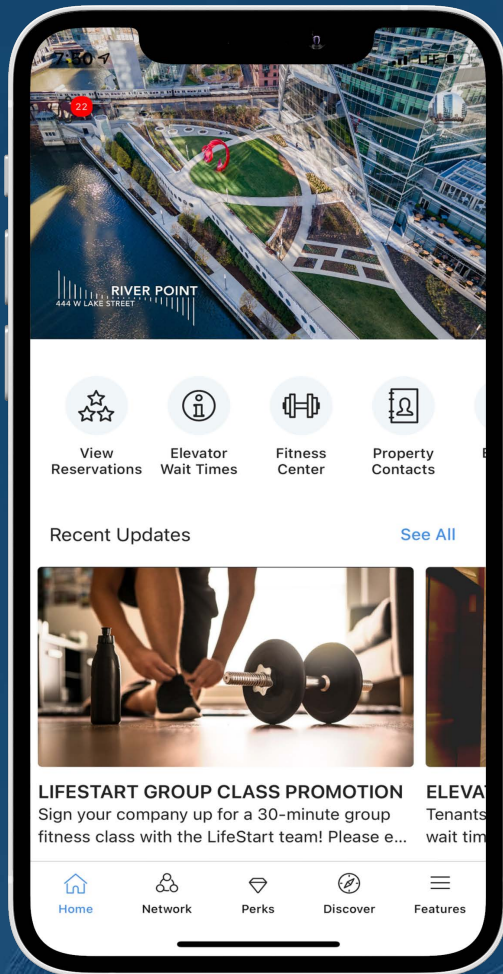
# River Point Chicago: In-App Conference Center Reservations



# Hines

# Step 1:

RIVER POINT  
444 W LAKE STREET

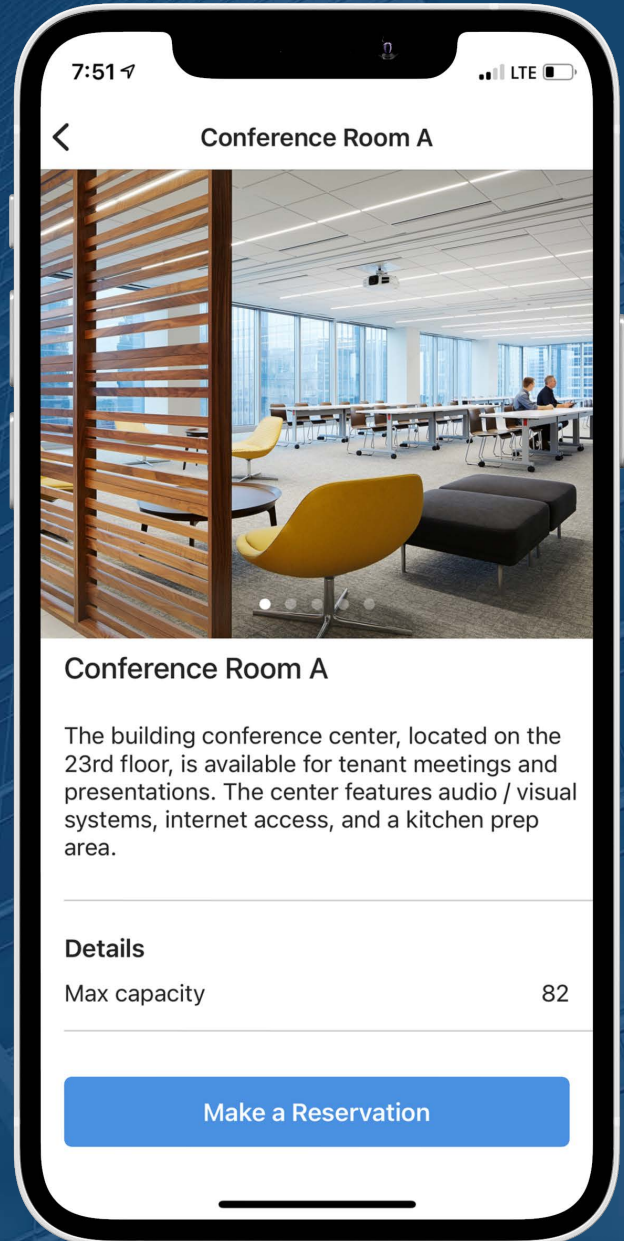


- ❖ Upon logging into the RP Chicago app, select "View Amenities," located as a Quick Action button in the middle of the screen.
- ❖ This feature can also be located under the "Features" tab found at the bottom of the screen.

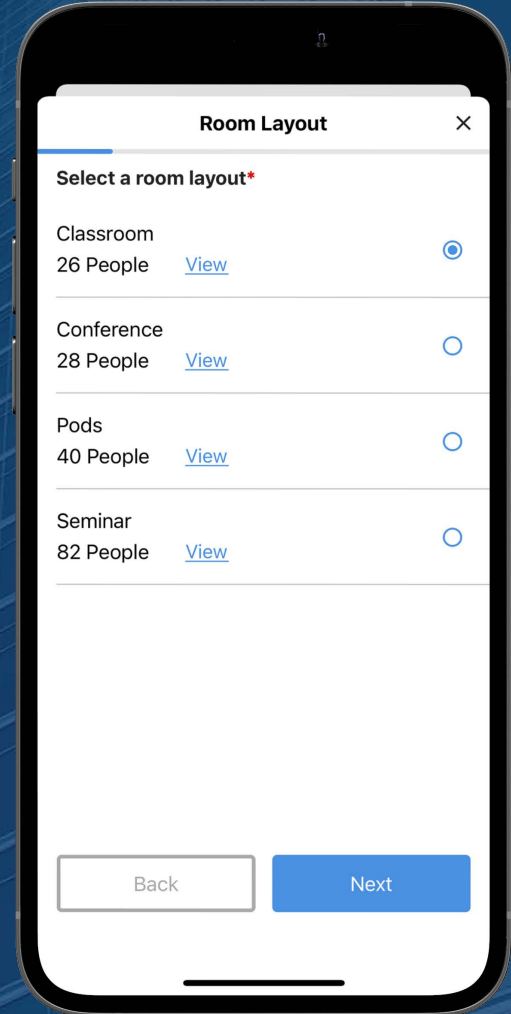
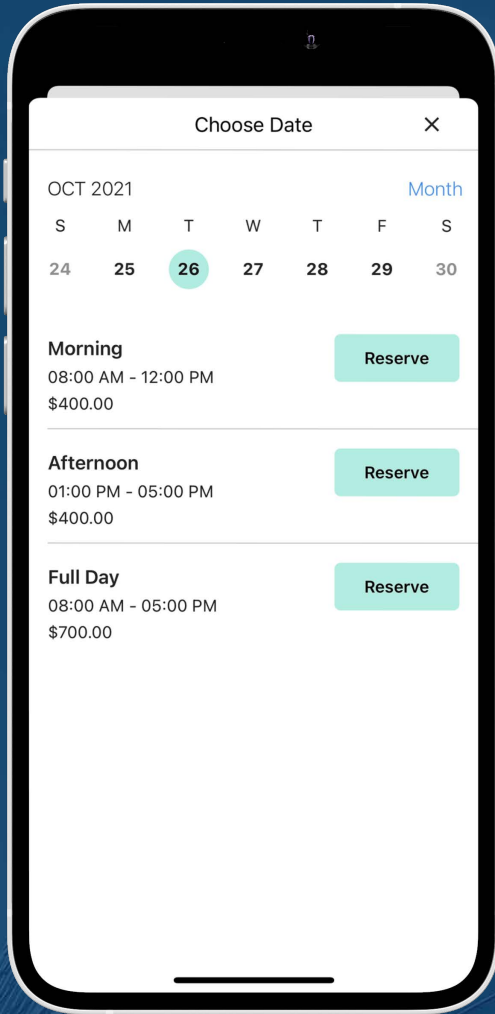
Hines

# Step 2:

- ❖ Choose the amenity you wish to reserve, and select "Make a Reservation."



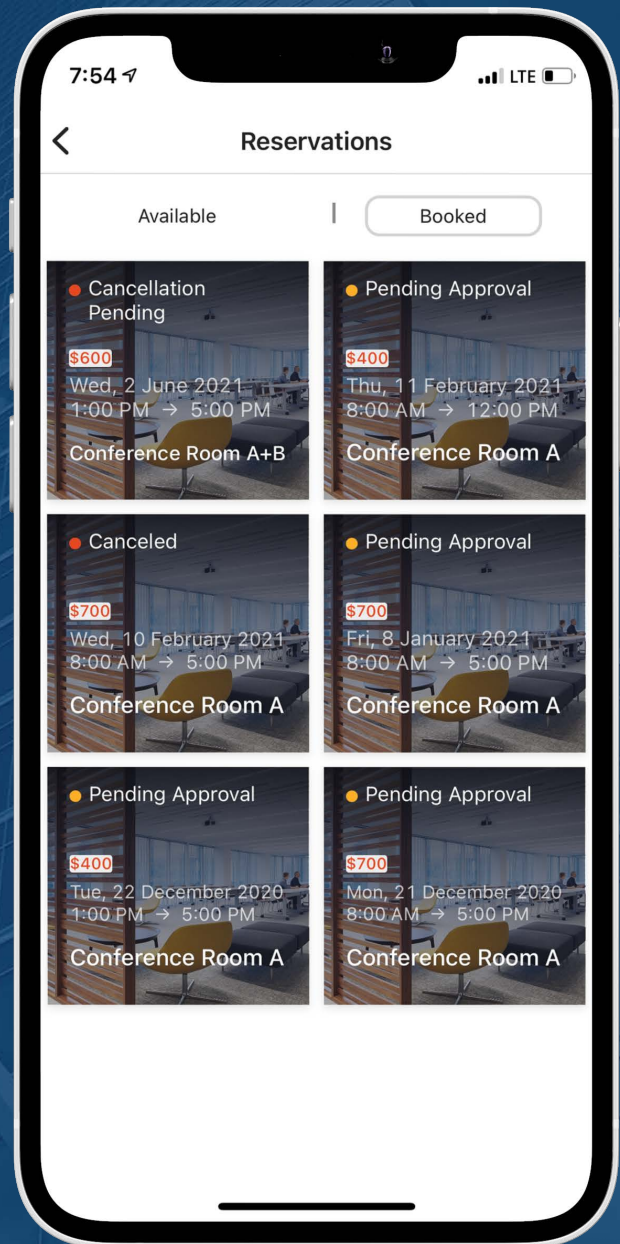
# Step 3:



- ❖ Select the date(s) and time you would like to book the amenity and confirm your booking details.
- ❖ Select your preferred layout and answer the following prompts. Prompts are used to gather information on any planned catering, AV equipment needed, or additional furniture required.

## Step 4:

- ① NOTE: Property Management must provide approval of reservation requests. Until approved, you will see a “Pending Approval” status on the upper right corner of your reservation request. When confirmed or rejected, you will be notified both in app as well as via email.



- ❖ To view your reservations, select "Booked" from the top of the amenity screen. You will be able to view all reservations previously made, their status and their notes. You will also be able to cancel a reservation from this page if needed.