

Building Conference Room Rules & Regulations

RESERVATIONS:

The Building Conference Room may be reserved up to 3 months in advance for **tenant business use only** and is available 24 hours a day, 7 days a week. The Building Conference Room is for the exclusive use of tenants at 300 Convent. To reserve the building conference room, please reserve your date(s) and time in IMPAK in Tenant Reservations. Reservations are accepted on a first-come, first-serve basis. Reservations will be held only thirty (30) minutes past the reservation time. Failure to cancel reservation 24 hours in advance may result in future reservations being denied.

ROOM CAPACITY:

The Building Conference Room will hold a maximum of 50 people. There are 50 chairs and 12 tables.

HEATING, VENTILATION & AIR CONDITIONING (HVAC):

The Building Conference Room is available for use 24 hours a day, 7 days a week, however, Heating, Ventilation and Air Conditioning ("HVAC") is provided Monday through Friday, 7:00 a.m. to 6:00 p.m. and Saturday, 8:00 a.m. to 1:00 p.m. If you require after hours HVAC, you may schedule it through the Property Management Office during normal business hours with 48 hours prior written notice. The current cost for after hours HVAC is \$35 an hour.

AUDIO/VISUAL EQUIPMENT:

A/V Equipment is provided at no additional charge and includes two 70" Smart TV with wireless and Bluetooth connection to display presentations. Management **STRONGLY RECOMMENDS** you test your presentation on the A/V system prior to your reservation. Please contact the Property Management Office to arrange a time and date.

SECURITY:

Please note the Landlord and Management are not responsible for materials, equipment or personal property left in the Building Conference Room. Please make sure to remove all personal property after each use.

LIABILITY:

Tenants are responsible for all damages and losses sustained to the Building Conference Room, to include furniture, equipment, cleaning, etc.

CLEANING:

Janitorial service is provided Monday – Friday, 6:00 p.m. to 9:00 p.m. Tenants are responsible for helping to maintain the conference room in good condition to include disposing of trash in the receptacles provided. If above standard or after-hours cleaning is required, tenants will be charged \$50.00 an hour. These charges will be reflected on your monthly statement.

DECORATIONS/SIGNAGE/PRESENTATION MATERIALS:

No decoration, signage or presentation materials may be attached to the walls, doors, ceilings, etc. in any method or manner.

FOOD AND BEVERAGES:

Food and beverages are allowed in the building conference room. In the event a caterer is used, Tenants are required to notify the Property Management Office in advance and provide a Certificate of Insurance with required coverage. No alcoholic beverages are permitted.

SMOKE-FREE BUILDING:

300 Convent provides a smoke-free environment for its tenants and their visitors. Smoking is prohibited in the building conference room. Those who wish to smoke will find a convenient "designated smoking area" located on the ninth floor of the parking garage. **Please confine your smoking to this area only.** Smoker's cooperation in properly disposing of cigarette butts makes for more pleasant surroundings for everyone.