

CONFERENCE CENTER RULES AND REGULATIONS

Property Group Partners LLC and Capitol Crossing I LLC, intend to be good hosts, as well as good stewards of the 200 Massachusetts Avenue N.W. Conference Center. This document provides general information, guidelines, rules and regulations regarding the Conference Center Use and Reservations.

Use: The Conference Center is located on the 2nd floor of the Building. The Conference Center rooms are for Tenant Use only and cannot be reserved for use by outside organizations. Rooms also cannot be reserved for any business use other than that of the primary tenant. Conference Center shall be used for meetings, conferences, or events.

Room Logistics: There are 3 conference rooms of varying sizes separated by demising walls. All conference rooms can be combined to one conference room with a maximum capacity of 212 people. Extra chairs for each room can be found in the storage room also located in the suite. All rooms are equipped with A/V and WIFI.

Conference A is the second largest room in the facility. The room is set up in a hollow room style with 16 chairs and a maximum occupancy is 63. Conference A is the only one equipped with video conferencing.

Conference B is the largest room in the facility. The room is set up in a hollow room style, with 28 chairs and a maximum occupancy of 101.

Conference C is the smallest room in the facility. The room is set up in a boardroom style, with 12 chairs and a maximum occupancy of 48.

Network/Connectivity: WIFI is available for all guests using the Conference Center. The Network information can be found in the Conference Center Booklet.

Audio/Visual Equipment: All rooms are equipped with the following

- Televisions for display
- 4K Digital Media Receiver and Room Controller
- Consumer Input Jack, Stereo for microphone, HDMI, USB

Decorations: Decorations are allowed in the Conference Center. Nothing should be hung from the ceiling, light fixtures, or attached to walls. Altering the appearance of rooms by taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is prohibited. The use of sticky tape on walls is also not permitted. Decorations can be placed on top of tables but must be removed immediately following the event.

Posters/Signs: No signs or posters are allowed to be pinned or taped to the doors, walls, lights fixtures, or moveable partitions.

Damages: Tenants will be held responsible for damages incurred while using the conference rooms and will be charged accordingly for damages such as damages to chairs, tables, or walls. Any damages shall be promptly reported to Management.

Catering/Food Service: Outside catering is permitted with entry through the freight elevator. Food set-up shall be done in the catering kitchen, outside of the conference rooms. Caterers or tenants are responsible for cleanup and removal of all food and supplies.

Alcohol: Events in which alcoholic beverages will be served must be in compliance with the following:

- A copy of the Service Provider's Liquor License and Proof of Insurance must be on file in the Conference Room Facility Manager's Office.
- Alcoholic beverages may only be served and consumed in the Conference Room Facility. No alcohol may be removed from the Building.

Cleaning: All equipment, trash, materials, etc. must be removed from the building immediately following the event. The facility will be cleaned nightly by the building cleaning staff, Monday through Friday. After hour events (off building hours) may require additional cleaning staff with fees charged to the sponsoring tenant. Please report any spots/spills to Management for cleaning.

Hours of Operation: The Conference Center is available Monday through Friday from 7:00 AM to 7:00 PM. This schedule must allow for adequate time for set up and clean up within the Building's regular hours. Any requests outside of these guidelines must be approved by Management and overtime HVAC will be charged to the Tenant's account.

Reservations: All reservations shall be made through our "Experience Manager" or through the SIMPLI app and it shall be on a first-come first-serve basis. To ensure that all tenants have the opportunity to use this building amenity, the Conference Center Rooms may be reserved up to **60 days in advance**.

Cancellation and Rescheduling: All cancellations and rescheduling requests must be submitted to the "Experience Manager" **48 hours prior** to the requested date and time. Any rooms observed not to be in use within an hour of the reservation start time, will be cancelled.

Conduct: Any conduct which unreasonable interferes, in the sole discretion of building management, with the use or enjoyment of the Conference Center by other members or disrupts or interferes with normal, safe, orderly and efficient operation of the Conference Center is strictly prohibited.

Smoking: Smoking, vaping, or any other consumption of tobacco, alcohol or illegal substance is strictly forbidden in the Conference Center.

Furniture: We are happy to assist with the set-up of tables and chairs as specified on the reservation request, however, we do recommend that a staff member work in conjunction with the Experience Manager.

Outside Equipment: We will permit the use of outside rentals - ex: chairs/ round, high top tables and A/V equipment. Outside equipment cannot be left or stored in the conference center after use. They must be removed within 24 hours.

Violation of Rules: Failure or refusal by any tenant or employee to comply with these Rules and Regulations may result in the loss of such employee's privilege of using the Conference Center at 200 Massachusetts Avenue NW.

Landlord reserves the right to add, cane or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facility.