



CONFERENCE CENTER RULES AND REGULATIONS

Tenant hereby agrees that in exchange for access and use of the Conference Center generally made available to all tenants in the Building at Capitol Crossing I, 200 Massachusetts Ave. NW. Tenant will comply with the following terms and conditions:

AVAILABILITY: The Conference Center is available to tenants of the Buildings, subject to the Rules and Regulations and the stipulations in each respective lease. These spaces are for **TENANT USE ONLY**. Reservation of the space is on a first-come first-served basis.

RESERVATIONS: To reserve the Conference Center, the tenant point of contact (“POC”) must submit a request through the reservation portal specifying which portions of the space will be used: Conference Room A, Conference Room B, Conference Room C or a combination of. Requests should include event name, head count, and hours (incorporating set-up and break-down time). Reserving the **Conference Center** means the space in its entirety. If your meeting is between **12-20 people**, **Conference Room C** should be reserved. If your meeting is **30+ people**, **Conference Rooms A & B** should be reserved. Management reserves the right to update your reservation as needed.

Reservations must be made at least 48 hours in advance for events held during regular business hours (7 AM - 7PM). Meetings occurring partially or fully after hours require two (2) business days’ notice. Any after-hours meetings/events that will require HVAC or cleaning staff shall be available with advance arrangement. A fee will be charged for these services. Once the reservation request is received, Management will notify Tenant in writing as to whether Tenant’s Reservation has been approved. A reservation is not confirmed until an automated confirmation has been received by the requestor. Once the date has been reserved, it will not be released unless the original reservation is canceled.

USE: The Conference Center is located on the 2nd floor of the 200 Mass Building and can be used for meetings, conferences, town halls, or events. The space cannot be reserved for use by outside organizations. Tenants may not license or assign to any other person the right to use the space. This includes friends, business associates, sub-tenants, clients and any other person or group not related to Tenant.

HOURS OF OPERATIONS: The Conference Center is available during Building Hours, Monday through Saturday from 7:00 AM to 7:00 PM. Any requests outside of these guidelines must be approved by Management and overtime HVAC will be charged to the Tenant’s account.

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 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. This room can easily be set up in an hollow room style with 16 chairs and a maximum occupancy is 63. Conference A is equipped with video conferencing.

Conference B is the largest room in the facility. The room can be set up in a hollow or boardroom 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 each room on the wall.

Audio/Visual Equipment: Our rooms are typically equipped with the following:

- Televisions for display
- 4K Digital Media Receiver and Room Controller
- Video cameras for video conferencing in rooms A & C
- Ceiling mics
- Speakers

Decorations: Decorations are not 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. All vendors, services, and caterers used must present a Certificate of Insurance to Management at least three (3) business days prior to the event. The coverage is as follows:

Bodily Injury Liability	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
Liquor Liability	\$1,000,000 per occurrence
Fire Legal Liability	\$1,000,000 per occurrence

Caterers and/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 space immediately following the event. The facility will be cleaned nightly by the building cleaning staff, Monday



through Friday only. After-hour events (off building hours) may require additional cleaning staff at which point can be arranged with at least two (2) business days prior to the use of the space.

CANCELLATION & RESCHEDULING: All cancellations and rescheduling requests must be made as soon as possible and at least 30 days in advance to grant the opportunity for another tenant to use the space. **Last-minute cancellations and no-shows will be tracked and may affect tenants' ability to use the space in the future.**

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, or illegal substance is strictly forbidden in the Conference Center.

FURNITURE: Tenant understands that there is no on-site staffing dedicated to moving, removing, or rearranging furniture from the space, with advance notice, these services can be arranged through our cleaning vendor. Requests should be sent to Management at least two (2) business days prior or be included on the reservation portal under "**special request**". The fee is \$50.00/hr with a minimum bill rate of 4 hours.

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.

Tenant is responsible for the set-up and re-arrangement of furniture. All furniture must be returned to its original configuration.

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

EXHIBIT A
Conference Center Room & Furniture Layout

