



CONFERENCE CENTER RULES AND REGULATIONS

Tenant hereby agrees that in exchange for access and use of the Conference Centers generally made available to all tenants in the Buildings at Capitol Crossing I & II, 200 & 250 Massachusetts Ave. NW. Tenant will comply with the following terms and conditions:

AVAILABILITY: The Conference Centers are available to tenants of the Building, subject to the Rules and Regulations and the stipulations set forth in each respective lease. These spaces are for TENANT USE ONLY. Reservations are on a first-come first-served basis.

RESERVATIONS: To reserve any of the Conference Centers, the tenant point of contact (“POC”) must submit a request through the tenant reservation portal specifying which portions of the spaces will be used. All requests should include event name, head count, and hours (incorporating set-up and break-down time).

Reservations must be made at least 24 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 require overtime 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, within 24 hours, 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. Tenants must reply to monthly confirmation emails sent by the Management Team. A non-response means that your meeting/event is on-going and your reservation is not considered as a cancellation.

USE: The Conference Centers are located on our “amenity floor”, the 2nd floor of 200 & 250 Massachusetts Avenue and can be used for meetings, conferences, town halls, or events. The space cannot be reserved for use by outside organizations or friends and family. 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 Friday from 7:00 AM to 7:00 PM and Saturday from 9:00 AM to 1:00 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 | 200 MASS: At 200 Mass., there are three (3) conference rooms of varying sizes separated by demising walls. Conference Room A, Conference Room B, Conference Room C or a combination of (Conference A & B or Conference B & C). All conference rooms can be combined to form one conference room with a maximum capacity of 212 people.

Reserving the 200 Mass **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 any reservation as needed based on the stipulations herein.¹

¹ Your reservations are approved based on needs. It is important that all information provided are accurate.



Conference A is the second largest room in the conference center. This room can easily be set up in a 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. 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. The room is set up in a boardroom style, with 12 chairs and a maximum occupancy of 48.

Network/Connectivity: Wi-Fi is available for all guests. The Network information can be found in each room on the wall.

*Audio/Visual Equipment*²: Our rooms are typically equipped with the following:

- Televisions for display³
- 4K Digital media receiver and room controller
- Video cameras for video conferencing in rooms A & C
- Ceiling mics in rooms A & C
- Speakers
- A/V Support Team, Cenero, can be contacted at 888-454-6863, Option 2 or support@cenero.com. We recommend reaching out ahead of your meeting for set-up help. For reference “....” should be used as the space name.

ROOM LOGISTICS | 250 MASS: At 250 Mass, there are two (2) conference rooms that **cannot be combined;** THE CONGRESS and THE CABINET.

The Congress is the larger room. This room can be set up in a classroom-style table seating for 140 people. The maximum capacity is 152.

The Cabinet is the smaller room. This room can be set up in a classroom-style table seating for 50 people. The maximum capacity is 81.

Network/Connectivity: Wi-Fi is available for all guests. The Network information can be found in each room on the wall.

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

- *Televisions for display*
- 4K Digital media receiver and room controller
- Video cameras for video conferencing in each room respectively
- Ceiling mics
- Speakers
- Podium
- A/V Support Team, IVCi, can be contacted at 800-224-7083, Option 2. We recommend reaching out ahead of your meeting for set-up help. Room names should be used as a point of reference.

² We do not have handheld microphones, stages, or podiums for the space.

These are tenant-provided or need to be outsourced.

³ HDMI plug in is on the wall plate. Do not plug or unplug any wires from behind the TVs.



The following applies to both Conference Centers at 200 & 250 Massachusetts Ave.

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, light fixtures, or moveable partitions as applicable.

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

Catering/Food Service: Outside catering is permitted with entry through the freight elevator only. All vendors, service providers 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 follow:

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. Any items left overnight, will be disposed of unless prior arrangements have been made with Management.

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 with the Management office.
- Alcoholic beverages may only be served and consumed in the Conference Center. No alcohol may be removed from the Building.

Cleaning: All equipment, trash, materials, etc. must be removed from the spaces **immediately following the event**. The facility will be cleaned nightly by the building cleaning staff, Monday through Friday only. After-hour events (outside normal building hours) may require additional cleaning. The additional janitorial services needed should be arranged with at least two (2) business days prior to the use of the space. The conference center must be returned to the original configuration after use. Failure to do so will result in a minimum **\$300 cleaning and configuration fee.**

CANCELLATION & RESCHEDULING: As the demand within the building is very high, all cancellations and rescheduling requests must be made as soon as possible and at least 48 hours in advance to grant the opportunity for another tenant to use the space. **Failure to cancel or "no-shows" will result in a minimum \$500 cancellation fee.**



CONDUCT: Any conduct which unreasonably interferes, 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 prohibited in the Conference Center.

FURNITURE⁴: Tenant understands that there is no on-site staffing dedicated to moving, removing, or rearranging furniture from the 200 Mass Conference Center. With advance notice, these services can be arranged through our cleaning vendor. Requests should be logged on IMPAK at least two (2) business days prior to the event or be included on the reservation portal under “**special request**”. The fee is \$50.00/hr per person with a minimum bill rate of 4 hours.

Furniture in The Congress & The Cabinet **cannot** be moved. The space is to be used as is. Should the furniture be rearranged, tenants will be responsible for a charge of **\$1,500** to cover the cost of any damaged tables.

Outside Equipment: The use of outside rentals – ex: chairs/ roundtables, high top tables and A/V equipment is permitted. Outside equipment cannot be left or stored in the conference center after use and must be removed immediately after the event/meeting. Should special arrangements be needed, requests should be sent to Management beforehand.

Tenant is responsible for the set-up and re-configuration of furniture. All furniture must be returned to its original configuration. Failure to do so will result in a minimum **\$300 fee**.

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 tenant’s privilege/s of using the Conference Centers at 200 & 250 Massachusetts Avenue NW.

Landlord reserves the right to add, modify, or delete any Rule or Regulation herein contained and to change the method of operation to ensure maximum enjoyment of the facilities by everyone.

⁴ Additional tables and chairs are available in respective storage rooms.
At 200 Mass, if you have Conference Rooms A & B reserved, **DO NOT**, remove chairs and/or tables from Conference Room C without checking with Management first.

EXHIBIT A
200 Mass Conference Center Room & Furniture Layout

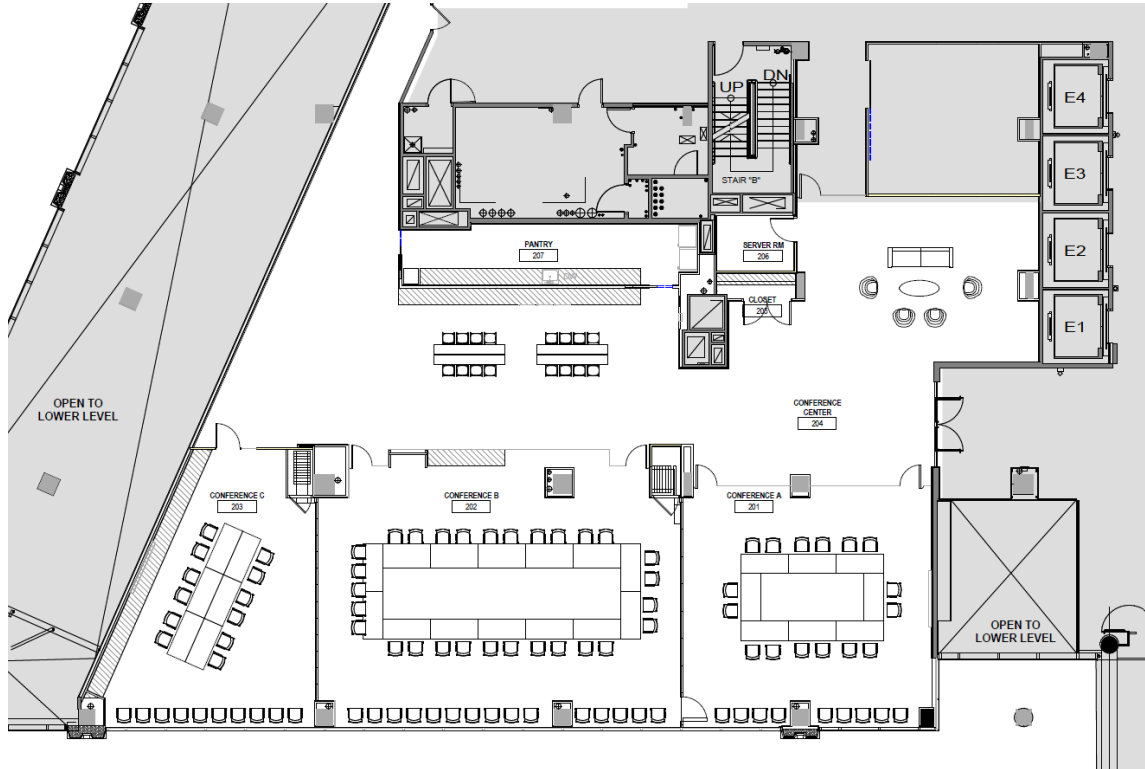


EXHIBIT B
250 Mass Conference Center Room & Furniture Layout

