

Conference Center Rules and Regulations Agreement

This agreement is entered into by and between _____, as Tenant and CSHV 271 17th Street, LLC, as Landlord, covering the general rules and regulations for the use of a common Conference Center at 271 17th Street. Tenant agrees to fully comply with the rules and regulations of the Conference Center, as amended from time to time, and with the Building Rules and Regulations attached to its lease agreement.

I. ROOM RESERVATIONS

Provided there is a full, executed Rules and Regulations Agreement on file in the Property Management Office, the Conference Center may be reserved by completing a reservations form. Once the reservation form is submitted, the requestor will receive a confirmation of their reservation. Reservation is not guaranteed until confirmation is received. The Conference Center is for the exclusive use of 271 17th Street tenants. Reservations will be accepted up to 60 days before planned event date. Each tenant company shall also be allowed to reserve a maximum of five (5) days per calendar month, with a maximum of three (3) consecutive days. Management reserves the right to deny reservations to any tenant or group requesting a room. Reservations may be made anytime between the hours of 8am-5pm. Reservations are restricted to the use of one (1) room per day. Requestor should notify management at least 24 hours prior to the reservation date, if the meeting has been cancelled. Failure to cancel the reservation in the allotted time will result in a \$50 charge to the tenant.

II. ROOM USE

A tenant contact must be present and available to their guests and speakers during the set up and clean-up of their meeting. Meetings may begin no earlier than 8:00am. If necessary for set up, rooms may be unlocked by security per an after-hours request no earlier than 7:00am. All conferences are to conclude by 5:00pm factoring in time to clean up and return the room to its original set-up. A member of the management team will need to inspect the room before the tenant leaves for the afternoon. The conference center doors are locked at 5:00pm. Failure to observe these timeframes may result in restricting or prohibiting future reservations.

III. SECURITY

Landlord will not be responsible for articles left in the Conference Center. All personal property must be removed daily at the conclusion of the event.

IV. FURNITURE MOVEMENT & LIABILITY

Tenants may rearrange the layout of the rooms as they see fit, taking into consideration (Reference II) mentioned above. Upon inspection, tenants will be liable for any damages to the Conference Center, its furniture or equipment, or otherwise.

V. ALCOHOL AND MUSICAL ENTERTAINMENT ARE PROHIBITED.

VI. CLEANING

Articles left in the Conference Center will be disposed of if not claimed immediately after the event. User is responsible for ensuring that room is cleaned and left in the condition it was reserved in. A \$150.00 minimum clean up fee will be assessed for excessive room cleaning. User is responsible for removing all food items in catering kitchen and refrigerator. All food items left in kitchen will be disposed of at the conclusion of each day.

VII. SERVICES PROVIDED

General nightly clean-up is provided at no charge, unless you request that we not provide this service. Notice of equipment needed is required at the time of reservation. The tenant contact must sign out any additional equipment not listed on the reservation form i.e. remote controls, lapel microphone, etc. It is the tenant contact's responsibility to return all checked-out items to a member of the management team at the end of their meeting. Failure to do so will result in denying of future reservations.

Any additional equipment not provided with conference room usage will be the responsibility of the tenant. It is the responsibility of the user to set up the room as needed if different from the standard classroom set up and return the room to its original set up before 5:00pm. All food and beverage must be provided by the tenant or by a catering service set up by the tenant. A list of commonly used caterers is available upon request.

VIII. DECORATIONS/ SIGNAGE/ PRESENTATION MATERIALS

No decorations, signage, presentation materials, or any other type of items are allowed that would be attached to the walls, doors, windows, ceilings, etc. in any method or manner. No permanent markers are allowed in conference rooms in order to prevent accidental misuse on marker boards. Directional signs will be provided by the Property Management office if requested. No other signs are permitted.

IX. MAXIMUM ROOM OCCUPANCY

Tenant shall not exceed posted capacity in each room as required by fire code.

XI. Landlord reserves the right, at any time, to deny reservations to any tenant or group who abuses room rules and regulations. Damage resulting from abuse or misuse of Conference Center will be billed to the tenant.

XII. Landlord reserves the right to cancel any reservation or change room assignments as circumstances may dictate.

XIII. Landlord also reserves the right to change any of the Conference Center Rules and Regulations at any time.

Agreement to all forgoing terms and conditions is indicated by signature below. The agreement becomes effective only when received and approved by Landlord.

Authorized Representative of Tenant (Signature)

Reservation Dates/Room Reserved

Name (printed)/ Title

Date

