



Conference Room Rules & Regulations

Melitza Martinez

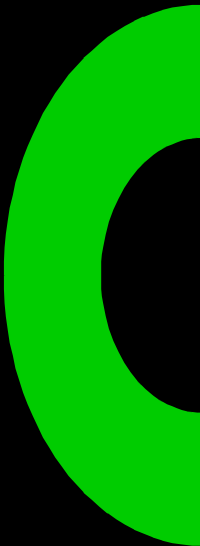
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CBRE
CB RICHARD ELLIS

ROOM RESERVATIONS: Provided there is a fully executed Rules and Regulations Agreement on file in the Building Management Office, the Conference Center may be reserved by contacting the management office or making an electronic reservation on the property portal. The Conference Center is for the exclusive use of CBRE Investors tenants. No outside parties are allowed to utilize the room without the prior approval of the Building Management Office. Management reserves the right to deny reservations to any tenant or group requesting a room.

ROOM USE: Conference Meetings may begin no earlier than 8:00am. If necessary for set up, rooms may be unlocked by security no earlier than 7:00am. All conferences are to conclude by 9:00pm. Failure to observe these timeframes may result in restricting or prohibiting future reservations.

AUDIO/VISUAL EQUIPMENT: A/V Equipment is provided at no additional charge. It is simple to operate, however, property management **STRONGLY RECOMMENDS** that you test your presentation on our A/V system prior to your reservation. If you wish to take advantage of this, you will need to schedule this in advance with Melitza Martinez.

WEEKEND ROOM USE: Tenants may book the conference room on weekends, however, they should be fully aware that property management is **NOT** on site on the weekend, and it is the tenant's responsibility to test A/V equipment and coordinate all other details during normal business hours with Melitza Martinez. **NO REFUND** of any kind will be given for rooms utilized on weekends.

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

LIABILITY: Tenant will be liable for any damages to the Conference Center, its furniture or equipment, or otherwise.

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 left in the condition it was reserved. A \$150.00 minimum clean up fee will be assessed for excessive room cleaning.

SIGNS: All signage must be provided by the Management Office. Please request from Melitza Martinez.

SERVICES PROVIDED: General nightly clean-up is provided at no charge. Notice of the seating chart and equipment needed is required at the time of reservation.

DECORATIONS/SIGNAGE/PRESENTATION MATERIALS:

No decoration, signage or presentation materials may be attached to the walls, doors, ceilings, etc. in any method or manner. No permanent markers are allowed in conference rooms in order to prevent accidental misuse on marker boards. Flip charts and additional presentation materials are the responsibility of the tenant.

CHARGES AND CANCELLATION: Room rental fee will be charged to tenant on the tenant's next rent statement. Cancellations made within 5 business days of the reservation will result in a **FULL** room charge. An invoice for the room rental may be provided upon request only. Tenants will be charged for any fees incurred for international conference calls. There is no charge for long distance calls made within the continental United States.

HVAC: A \$140.00 per hour HVAC charge will be added to any conference room reservation that occurs outside our normal building hours (8:00 am to 6:00 pm Monday – Friday)

LANDLORD RIGHTS:

- Landlord reserves the right to cancel any reservation as circumstances may dictate.
- Landlord also reserves the right to change any of the Conference Center Rules and Regulations at any time.

Receipt of Conference Center Rules and Regulations acknowledges the tenant's agreement to these terms.