

# Conference Center Rules & Regulations

1. **Room Reservations:** Provided there is a fully executed Rules and Regulations agreement on file in the management office, the conference center may be reserved by making an electronic reservation on the tenant services work order system.

**When making your reservation, be prepared to answer the following: Company name, contact information, how many people, brief description of what the room will be used for, and date/time frame of reservation.** The conference center is for the exclusive use of 201 California Street tenants.

- All reservations are on a first come, first serve basis.
  - Tenants may book the conference center up to nine months in advance and for a time period of no more than three (3) consecutive days.
  - Bookings are accepted for recurring events in advance and are subject to Management's approval on a case-by-case basis.
  - There is no hourly minimum required to book the Conference Center. However, if a set-up is required, please account for the set-up time in your reservation request. Otherwise, we may not be able to accommodate a new set-up.
  - No outside parties are allowed to utilize the room without the prior approval of the management office personnel.
  - Management reserves the right to deny reservations to any tenant or group requesting a room.
2. **Room Use:** Conference meetings may begin no earlier than 8AM and conclude by 6PM. If necessary for set up, rooms may be unlocked by Security no earlier than 7AM. Reservations needed outside of these hours can be arranged with Management. Additional charges and/or service may occur.
  3. **Tenants have access to the space during the specified contracted times.** This allocated time includes set-up, clean-up and removal of all persons, equipment and materials. Additional hours are subject to availability.
  4. **Audio/Visual Equipment:** A/V Equipment (TV screens and Polycom) is provided at no additional charge. It is simple to operate, however, Management STRONGLY RECOMMENDS that you test your presentation on the A/V system prior to your reservation. If you wish to take advantage of this, you will need to schedule in advance with management. Management is not available for technical service or support and will not be held responsible for non-compatibility of equipment or failure to verify operation in advance.
  5. **Security:** Landlord will not be responsible for articles left in the conference center. All personal property must be removed at the conclusion of the reservation.
  6. **Liability:** Tenant will be liable for any damages to the conference center, including furniture, equipment, and floor/wall coverings.

7. **Cleaning:** Articles left in the conference center will be disposed of if not claimed immediately after the event. User is responsible for ensuring that the room is left in the condition it was reserved. An additional clean up fee will be assessed for excessive (i.e. carpet or furniture stains) room cleaning if required. Trash receptacles will be provided. Tenant is responsible for designating someone in their staff to ensure all trash is placed in receptacles prior to vacating the space.
8. **Set Up:** Notice of the layout and equipment needed is required at the time of reservations. All set up and tear down of tables and chairs provided by management will be done by the building staff. Administrative services (printing, faxing copying, etc.) are not available in the conference center.
9. **Utilities:** HVAC will be provided from 7AM to 6PM. Any request for additional time must be requested in advance and will be charged an hourly rate.
10. **Decorations/ Signage/ Presentation Materials:** No decoration, signage or presentation materials may be attached to the walls, doors, ceilings, etc. in any method or manner. Signage posted outside of the conference rooms should be submitted to the management office at [201California@columbia.reit](mailto:201California@columbia.reit) for approval at a minimum of two (2) business days in advance of the event. Displays for exterior signage are the responsibility of the tenant. 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.
11. **Noise:** In order to maintain the quality of the conference center, amplified music is not allowed.
12. **Food service:** Catering is permitted in the conference center. The name of catering company, time of arrival and Certificate of Insurance (COI) should be provided to Management in advance of the reservation. The refrigerator, sink and microwave are available for your use. Under no circumstances should any food/beverages be left in the refrigerator or in the galley. All items will be disposed of at the end of the day at the tenant's expense.
13. **Flammables:** Open flames are strictly prohibited including Sterno devices.
14. **Cancellation:** Please provide notice at least 48 hours in advance. If this notice is not provided or there is a no-show on the day of reservation, a \$100 fee will be assessed.
15. **Damages:** Tenant is responsible for any and all damage caused by person(s) in attendance. Tenant shall replace any furniture, fixtures, equipment and/or supplies missing from the center following its use.
16. **Storage:** Columbia Property Trust does not provide storage space and is not liable for user's materials. Any items left in the center are the responsibility of the tenant.
17. **Landlord Rights:**
  - Landlord reserves the right to cancel any reservation as circumstances may dictate.
  - Landlord also reserves the right to change the Conference Center Rules and Regulations at any time.
  - Failure to observe the rules and regulations may result in restricting or prohibiting future reservations.

This form must be signed by an authorized representative of the company each time a reservation is made.

Company Name: \_\_\_\_\_  
(Please Print)

Suite #: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_