

2611 SOUTH CLARK ST

LOBBY CONFERENCING CENTER

RULES & REGULATIONS

Thank you in advance for adhering to the following guidelines while at 2611 South Clark Street

1. Cleaning & Trash Removal

Each group must clean the Conferencing Center at the end of their reservation. This includes but is not limited to removing all trash or debris, wiping up spill, removing paper, pens, and other equipment used for your event, leaving chairs, tables, and other furniture as you found them, rinsing out the sink, and removing all food. A cleaning crew will perform duties requiring specific supplies or equipment, such as vacuuming and sanitizing surfaces, but standard cleaning is the responsibility of the group using the Conferencing Center.

No trash may be left on the floors, pantry area, small conference room, restrooms, in the sinks, or in any other area of the Premises after your event. Please contact Property Management for waste disposal.

2. No Open Flame

Absolutely no open flames on site due to fire code regulations including Sterno food heaters – please use electric warmers instead. Additionally, no kerosene, gasoline, flammable or combustible fluid or material is permitted in the Conferencing Center. Candles may only be battery operated type.

3. No Smoking or Vaping inside the Building

This includes smoking or vaping in restrooms, hallways, entryways, pantry area, storage areas, the Conferencing Center, or within any part of the Premises.

4. Licensing and Permits, if required, is the obligation of the user.

If your event requires licensing or permits for any reason, such as selling a speaker's resources, serving alcoholic beverages, using copyrighted materials, or any other reason, it is your responsibility to determine the need for and acquire such documentation. It is the understanding of 2611 South Clark Street Property Management that your group has obtained need permits or licenses prior to reserving the Lobby Conferencing Center. Property Management will not be held responsible for failure to obtain such documentation or any consequences resulting from a lack of documentation.

5. Insurance Requirements

Each reservation request must be accompanied by an appropriate Certificate of Insurance for your organization or the sponsoring organization for your group's event. Any contracted party involved with your event must also submit a Certificate of Insurance. Please see the License Agreement for details, including required indemnifications.

6. Intended for Tenant Use

The Conferencing Center is intended as a venue for 2611 South Clark Street Tenants private functions. It is not intended for standards office business operations, or a public community use space. Potential uses of the Conferencing Center will be subject to approval by Property Management for access to be granted. Reservation requests are processed as received. It is recommended to give advance of one month or more whenever possible.

7. Security, Media, and VIPs

Please notify Property Management of a possible need for Security or potential presence of Press or Media at the time of your reservation. If a possibility for either Security or Media is discovered after a reservation has already been made, please notify Property Management as soon as you become aware.

8. Parking Garage

The parking garage entrance is located on Crystal Drive, and is accessible 24 Hours per day, seven days per week. Each individual or group using the Parking Garage will be responsible for their own parking expenses.

9. Invoicing and payment for direct costs

Tenants will be invoiced for the purpose of collecting direct costs associated with use of the Conferencing Center. Direct usage costs cover Set up and Take Down of furniture or equipment, Cleaning and waste removal, HVAC services, and, if applicable, repair of any damages that occurred during your event. An estimate of anticipated direct costs will be provided when a reservation request is received. All estimates are subject to change for reasons such as the number of attendees, the amount of time needed to clean the Conferencing Center, weather, and damages. Please be aware that some services have a minimum fee. Large groups of 50 people or more will incur a fee for a service personnel to restock toiletries, change trash bags, and address other cleaning needs that may arise prior to the completion of the scheduled event.

An Invoice detailing each line item will be sent after the completion of your event. Please approve and return the invoice within 5 business days of the date on the invoice. Implied approval will be assumed in the case of a failure to approve or deny the invoice within 5 business days, as the electronic signature on each reservation request serves as an acknowledgement of costs associated with use of the Conferencing Center.

10. No Weapons of Any Kind Permitted

11. No Animals Except Service Animals

No birds, fish or animals of any kind shall be brought into or kept, on or about the premises except for those animals assisting individuals with disabilities.

12. No Alcohol without Prior Authorization

No alcohol is permitted in the Conferencing Center without prior approval by Property Management. Please see License Agreement for further details.

13. Noise

Please keep noise to a minimum to respect our neighbors. 2611 South Clark Street is located in close proximity to both residential and commercial neighbors. Please be respectful of neighbors, as well as building tenants and visitors, but keeping music, speakers, television volume, and other noises to a volume that will not be heard outside of the Conferencing Center. This includes noises produced by groups on the street before or after an event; no loitering outside 2611 South Clark Street will be permitted.

14. Loading Dock Use & Protection of Finishes

Movement in or out of the furniture, office equipment, or other bulky material which requires the use of the elevators, stairways, Property entrances or the lobbies shall be restricted to reasonable hours established by Property Management. All such movement shall be under Property Management's supervision, and the use of an elevator for such movements shall be restricted to the Property's Service Elevator. Prearrangements with Property Management shall be made regarding the time, method, and routing of such movement, and the user shall assume all risk of damage and pay the cost of repairing or providing compensation for damage to the Property, to articles moved and injury to persons or public resulting from such moves. Property Management shall not be liable for any acts or damages resulting from any such activity. The Service Elevator is located at the western end of the loading dock. The Service Elevator will be reserved only with prior notice to the Property Management Office. Unloading should not exceed the twenty (20) minute parking limit in the loading dock or require more than one Service Elevator.

15. Furniture, Fixtures & Equipment Use and Responsibilities

2611 South Clark Street offers quality technology equipment and conferencing furniture to enhance your event. Please indicate specific furniture and equipment needs on your reservation as these items will be set up before you arrive. Property Management will not be able to accommodate last minute requests or changes to furniture or equipment specifications. All furniture, fixtures, and equipment must be left in "like new" condition at the end of your event, with all parts and pieces intact. Users will be charged for any lost or damaged items, equal to the cost of repairing or replacing the item.

16. Audio & Visual Equipment

- a. Set-up
Equipment must be set up by Property Management. Please indicate specific technology needs on your reservation as these items will be set up before you arrive. Property Management will not be able to accommodate last minute requests or changes to furniture or equipment specifications.
- b. Use
Technology may only be used for its intended use. Only Property Management is permitted to fix or repair technological equipment. It is recommended that you obtain an issue with the equipment arises during your event, promptly contact 703.418.2012

17. Air Conditioning

Users shall not tamper with or attempt to adjust temperature control thermostats in the leased premises. Property Management shall make adjustments to thermostats as deemed necessary. The use of personal electric space heaters is not allowed.

18. Pantry

No cooking shall be done in the Premises. Refreshments served at events in the Lobby Conferencing Center shall not produce fumes or unreasonable odor. Plumbing fixtures, whether located in the pantry or restrooms, shall be used only for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from intentional misuse shall be repaired at the expense of the organization or individual who reserved the conferencing center.

19. Signage & Soliciting

Hanging of temporary signage is not permitted at 2611 South Clark Street. Attendees of each event should be asked to follow permanent building signage directing them to the "Lobby Conferencing Center" from the building lobby. The use of tape or other adhesive materials to affix signs to walls, windows, or other surfaces is not permitted. If the use of an easel sign or other free-standing sign is desired, the sign must be placed within the Conferencing Center and not in the lobbies or hallways of the Premises. Canvassing, peddling, soliciting, and distribution of handbills in the Property are prohibited and Users of the Conferencing Center will not engage in these activities on the Premises.

20. Maximum Occupancy Capacity & Large Group Considerations

Maximum occupancy per fire code regulations is 104 persons for the Lobby Conferencing Center. Users will be responsible for ensuring maximum occupancy is not surpassed and responsible for prohibiting entry of additional persons if maximum occupancy is reached. Users violating the maximum occupancy regulation will be fined. Groups larger than 50 attendees require a member of the 2611 South Clark Street Housekeeping Staff to be present. Housekeeping will maintain cleanliness of restrooms, change trash bins to prevent trash overflow, and address other housekeeping needs that accompany large crowds. Users will be charged \$32/hour per Housekeeping Personnel needed to cover their event.

21. Photography & Media

Photography and videography is only permitted within the Lobby Conferencing Center. Photography and videography is strictly prohibited, 24 hours a day, 7 days a week, in the lobbies, hallways, entryways, or other areas of the premises in order to respect the privacy of building Tenants and their Visitors.

22. Evacuations

Evacuation routes are marked by illuminated Exit signs. Please familiarize yourself and other leaders assisting with your event with the evacuation routes and procedures prior to the start of the event. Should evacuation become necessary during your event and ensure all members of your group are informed of evacuation routes and accounted for.

23. Subject to Change

Property Management reserves the right to rescind any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the Property; the operation and preservation of good order thereof; and the protection and comfort of the tenants and their employees and visitors and members of the community using the Conferencing Center. Such rules and regulations, when made and written notice given to the tenant, shall be binding as if originally included herein. All rules and regulations and amendments thereto shall be uniformly applied and enforced with all tenants in the Property.