



Tenant Conference Center Rules and Regulations

The following rules and regulations set the standard terms for Tenant use of the Westpark Corporate Center Conference Center. By reserving and using the conference center, Tenant agrees to these stipulations and rules of conduct:

1. Arrangements to reserve the Conference Center should be made a minimum of 48 hours prior to the scheduled event.
2. Attendee guest list and Datawatch card numbers must be sent to management no less than 24 hours prior to scheduled conference to insure access to the Conference Center.
3. Tenants should follow the prompts for identifying: number of attendees, room size, furniture layout, catering, AV needs, etc when making your reservation.
4. Approval for requested booking will be given within 1 day during normal business hours.
5. Tenants are limited to a maximum of 50% of a regular business week and a maximum of 8 days per 30 day period. Tenants are not allowed to book the Conference Center for more than 1 full day increments in one reservation and no more than 90 days in advance.
6. Conference Center hours are Monday through Friday, 8am – 5pm. Reservations are taken on a first come first served basis.
7. Any event occurring outside of the hours 8am to 5pm will be subject to an after-hours fee at the rate of \$150 per hour. Prior approval must be obtained from the management office for use of the Conference Center after-hours. Should an event go longer than 5pm without prior approval the after-hours fee will automatically be assessed.
8. Tables cannot be assembled in different layouts other than: 1) chairs only, 2) classroom, 3) boardroom style unless prior approval is given by the management office.
9. Tenants must have proof of insurance coverage on file with the Management Office. Tenants are responsible for any/all damage to Westpark Corporate Center property caused by participants or other guests. Tenants will be charged for any special cleaning, maintenance, or repairs resulting from their event. Tenants shall also be liable for any loss, damage, repair, or replacement of Conference Center equipment, which occurred during the time of Tenant's use.
10. Westpark Corporate Center is not responsible for any lost, stolen, or damaged property belonging to users of the facility, and shall not assume any responsibility for personal injury, which may occur during the use of the facility. All materials belonging to the Tenant must be removed from the Conference Center at the end of the event. The Conference Center does not have available storage areas. Should materials be found after the completion of the event, a cleaning fee will be assessed at the rate of \$150 per hour.
11. With tables and chairs, the maximum the room can hold is 40; chairs only is 80. There must be a minimum capacity of 10 people attending when the rooms are split and 20 when the full space is requested.
12. Tenants must not act in a manner that does or is likely to adversely affect the peaceful operation of the premises. Failure to comply with management requests, excessive noise, foul language, and/or violation of rules and regulations may result in removal from the Conference Center.
13. Please arrange to have a point person arrive a minimum of one half hour before your scheduled reservation time to verify set up and someone to stay for cleanup. Caterers and/or rental suppliers should contact the concierge to arrange delivery. All deliveries are to be made through the Westpark Corporate Center loading dock with advance arrangements made as to date and time.
14. Food and beverages can be set up in the breakout room, the conference room(s), or the catering kitchen. Trash containers and recycled bins are provided. Tenants are responsible for ensuring all trash is disposed of in the appropriate containers. Spills must be reported immediately to the management office.
15. Tenants will be invoiced for cleaning services if the Conference Center is not returned to its original condition after use.
16. Vendors must be covered by an approved, insured company. Vendors must have proof in advance of insurance coverage on file with the Management Office.

17. Tenants are responsible for the actions and compliance of all vendors and service personnel to these Rules and Regulations for use of the Conference Center.
18. Tenants may not make any alterations or remodeling of the Conference Center's furniture or equipment.
19. No decoration, structure or equipment may be affixed to any portion of the Conference Center without prior authorization from the Management Office. Under no circumstances will the use of tape or any kind of wire, nails, screws or other fasteners that are inserted or affixed to the physical structure of the Conference Center area be permitted. The Management Office must approve plans for décor, including signage. Materials such as confetti, glitter, rice, sand, or birdseed may not be used. Banners may not be displayed inside or outside of the Conference Center without the permission of the Management Office.
20. The catering kitchen equipment has been provided as a convenience to store any food and/or beverages you will need for your conference. Unless your conference is scheduled for consecutive days, please remove all food and beverage items from the kitchen, to include the refrigerator at the end of your conference. Should your catering not be removed at the end of your event, a cleaning fee at a rate of \$150 per hour will be assessed.
21. Events in which alcoholic beverages will be served must be in compliance with the following:
 - a. If applicable, a copy of the vendor's liquor license and proof of insurance must be on file in the Management Office in advance.
 - b. Alcoholic beverages may only be served and consumed in the Conference Center. No alcohol may be removed from the Conference Center.
22. The Conference Center is a smoke free facility and smoking outdoors is permitted only in designated smoking areas.
23. Failure or refusal to comply with these rules and regulations may result in the loss of individual privileges upon notice from the Owner.

To reserve the Conference Center a signed copy of these Rules and Regulations must be on file in advance with the Management Office. Please acknowledge your agreement to these Rules and Regulations by signing below:

Reservation Date(s)

Company

Printed Name

Signature