

|| Conference Facility & Lounge Rules & Regulations

ROOM RESERVATION:

The Conference Center may only be reserved by submitting a request through Electronic Tenant Handbook. The Conference Center may be reserved Monday – Friday. The Conference Center is for the exclusive use of Fairview Park tenants only. No third parties may utilize the Conference Center without the prior approval of Manager. Manager reserves the right to deny reservations to any tenant or group requesting a room reservation at Manager’s sole discretion. When Reservation is in use, please update the “Available/Occupied” signage at the entry to each room.

PANTRY LOUNGE USE:

The pantry and lounge area in the back of the Conference Facility are open for all tenant use and are not reserved strictly during use of a Conference Room. Please note that other tenants may be in the pantry / lounge area during the time your Conference Room is reserved. Tenants are asked to be respectful of those utilizing the Conference Rooms.

AUDIO/VISUAL EQUIPMENT:

A/V Equipment is provided at no additional charge. Property Management recommends that you test your presentation on the A/V system prior to your reservation. Instructions will be provided in the room and must be left in the room for other Tenant use.

SECURITY:

Landlord will not be responsible for articles left in the Conference Center. Tenant must remove all personal property (including food and beverage) at the end of the day.

LIABILITY:

Tenant is liable for cost of replacement or repair of any damages to the Conference Center, its furniture or equipment, which occur due to the use of the Conference Center by Tenant or Tenant’s agents, contractors, employees, licensees, guests and invitees.

CLEANING:

General room clean-up is provided at no charge. Articles left in the Conference Center will be disposed of if not claimed immediately after the event. Tenant is responsible for ensuring that the room is left in the condition it was reserved.

CATERING:

Alcohol and musical entertainment are strictly prohibited within the Conference Center. Outside caterers must be pre-approved by Manager and must be fully insured in accordance with Owner's insurance requirements. A copy of the caterer's certificate of insurance must be provided to Manager prior to use of the Conference Center or caterer access will be denied. Caterers must park in the back of the surface lot and access the building via the back entrance.

DECORATIONS/SIGNAGE/PRESENTATION MATERIALS:

Tenant may not attach any decorations, signage, presentation materials, or any other type of items to the walls, doors, ceilings, etc. in any method or manner. Adhesives, paint, oils and similar materials may not be used in the space. Any furniture, fixtures or equipment other than conference room tables and chairs must be approved by Manager. Set up and configuration of tables and chairs are at the tenant's discretion. Engineering will not be responsible for set up and configuration of the rooms.

PARKING/DELIVERIES:

Delivery of meeting materials must be made outside of business hours via the back entrance of the lobby or via the loading dock.

HVAC HOURS:

A \$60.00 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.

Reservations

Submit and manage reservation requests. All requests are immediately delivered to Property Management for review and action.

Access [\(Click Here\)](#)

Once you've entered the Tenant Center, the Reservations Application™ is accessed from the home screen - either directly from the application display box or from the dropdown menu.

Submitting a Reservation

Step 1: Choose "Select" next to the amenity you would like to reserve. A reservation form will appear requesting specific information about your request.

Step 2: Enter your contact information and all meeting details, such as the set up needs, catering details, attendees list and email reminder notification. You will have options to add special needs, requests as well as any attachments, if needed.

Billable Items

If your reservation request requires additional charges not covered under your company's lease agreement you may receive an email asking that you log in to the Tenant Center and approve or decline the charges.

Reservation Calendar

From the home screen, select the "View Calendar" link from the Application Display Box or from the Reservations dropdown menu. The current month's calendar, shown below, will appear displaying your current reservations (green), rooms that have reservations (blue) and any unavailable conference room times (red).

Your Reservations

Reservations placed will display under Your reservations option. All reservations can be searched by simple text and/or filtered by the options available.

ID	Status	Reservation Name
213848	Approved	Bowl-a-rama
212613	Canceled	Maine Office Gathering
205866	Approved	Year End Meeting
209374	Approved	Pre-Holiday Staff Meeting
207730	Approved	Board Meeting
205908	Approved	Board Meeting
\$ 200688	Approved	AM Meeting
199600	Completed	Westchase Meeting
\$ 195005	Approved	SAP Training
194674	Approved	Company Conference Meeting
191521	Pending	Monthly Meeting

Meeting Details

Meeting Name *

Number of Attendees * Max Capacity: 50

Attendee List #

Email Reminder #

Reservation Time & Dates

© You can pick days on the calendar by clicking on them or you can click the "Add" button to a days. Review the color codes below and hover over them to determine the availability for specific id

The amenity is available: **Weekdays**
8:00 AM - 5:00 PM
2018 2019 2020 2021
Date 1:

Your Reservations: Other Reservations Room Unavailable Your Reservations (Unavailable) [+ Add Date](#)

JAN 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

PO: Lease ID: 12345	Status: Approved			
Type	Cost	Mark Up	Tax	Total
▼ Labor	\$100.00	\$0.00	\$0.00	\$100.00
Grand Totals	\$100.00	\$0.00	\$0.00	\$100.00

December		January					February
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 Herrigel/Kennedy Room Unavailable Treadway Room Unavailable	2 Adirondack Room (12:00 PM - 2:00 PM) Herrigel/Kennedy Room Unavailable	3	4 Conference Room (8:00 AM - 8:00 AM) Conf Room A (8:00 AM - 9:00 AM) Unavailable	5 Conference Room (8:00 AM - 10:00 AM) Adirondack Room (9:00 AM - 4:00 PM) Conf Room A (8:00 AM - 10:00 AM) Unavailable	6	7 Herrigel/Kennedy Room Unavailable Treadway Room Unavailable Ponside Room Unavailable	
8 Herrigel/Kennedy Room Unavailable Treadway Room Unavailable Ponside Room Unavailable	9	10 Conference Room (9:30 AM - 11:00 AM) Adirondack Room (8:00 AM - 12:00 PM) Unavailable Conf Room A (9:30 AM - 11:00 AM) Unavailable	11 7 Conference Room (8:00 AM - 9:00 AM) Adirondack Room (9:00 AM - 10:00 AM)	12 Conference Room (8:00 AM - 1:00 PM) Conf Room A (9:00 AM - 1:00 PM) Unavailable	13	14 Herrigel/Kennedy Room Unavailable Treadway Room Unavailable Ponside Room Unavailable	

\$ 204869	Completed	Requested	Business Meeting	Cape Room	1	October 25, 2017
\$ 200588	Approved	Approved	AM Meeting	Maine Room	1	July 25, 2017
199600	Completed	Pending	Westchase Meeting	Cape Room	1	June 19, 2017
196048	Canceled	Pending	Board Meeting	Maine Room	1	April 24, 2017
\$ 195005	Approved	Requested	SAP Training	Cape Room	1	April 12, 2017