



2050 Main Street
Conference Center Rules & Protocol Authorization Form

- The door to the Conference Center shall remain closed at all times.
- No loitering in the common area hallways outside the Conference Center.
- No yelling, clapping, singing or other loud noise that would disturb neighboring tenants.
- Reservations for the Conference Center are made through the building website ETS (*Electronic Tenant Solution*) no more than 45 days in advance of the event.
- Use of the Conference Center is available Monday through Friday, during the hours designated by Management. The Center is NOT available after hours.
- There will be a \$25 Cleaning Fee applied per use.
- Cancellation of a reservation must be made on the website at least 48 hours in advance. The \$25 Cleaning Fee will be charged for cancellations made less than 48 hours in advance.
- The Conference Center can accommodate desk seating up to 24 with an additional 10 chairs.
- The tenant shall be responsible for returning all items to Management that were checked out, including AV controls, cables, easels, markers, etc. The cost for any items lost or broken will become the responsibility of the tenant for reimbursement.
- No alcoholic beverages or odorous foods allowed.
- No items are to be removed from the Center.
- Management reserves the right to add, modify or change the Conference Center Rules & Protocol at any time.
- The Conference Center is for the exclusive use of 2050 Main Street tenants only.

I agree to the above terms and conditions for use of the Conference Center at 2050 Main Street:

Tenant: _____ Suite: _____ Date: _____

Authorized Signature: _____ Name (Print): _____