

CONFERENCE ROOM RULES & REGULATIONS

- All meetings must be booked in advance through the Skedda booking site. If your meeting is canceled or the time has changed, you are required to revise or remove your reservation as soon as you are aware of the change.
- Conference Room is for tenant and/or Landlord use only. Meetings must be Tenant and/or Landlord business related.
- Conference Room must be left clean with the furniture in its original classroom style setup before leaving the room.
- The furniture in the room cannot be removed.
- No belongings or materials can be left unattended in the room overnight.
- You may serve food and drink in the Conference Room, but alcohol is not permitted.
- The Lobby and Restrooms are common area space and are not considered part of the Conference Room. No, food, coffee, registration tables, tables, chairs, equipment or trash may be placed in these areas at any time. Do not post the Restroom code on the doors or have visible to the general public.
- The foyer outside the conference room is common area space and is not considered part of the room. Exceptions for a registration table outside the Conference Room door may be made on a case-by-case basis but must be approved by Commonwealth Commercial. No food or drink is to be staged or served in the foyer. No equipment, tables, chairs, or trash are allowed to be stored in the foyer.
- Commonwealth Commercial is not responsible for personal items or business equipment brought into the building or left in the Conference Room unattended.
- See the front desk if the Conference Room is locked when you arrive.
- Responsibility for reimbursing Commonwealth Commercial for any damages or missing equipment lies with the tenant who reserved the space.
- A single audio speaker may be used if it is kept at a low level. No live music is permitted. The room is surrounded by tenant suites above, below and on either side. Commonwealth Commercial reserves the right to decide if the noise level is too loud and must be reduced.

- Do not affix or attach signs, banners, or flyers to any building wall, door, fixture or ceiling. If a sign is needed in the Lobby to direct guests, it must be printed and placed on an easel.
- Commonwealth Commercial reserves the right to review each prospective use and determine whether the use falls within the Conference Room guidelines. Use of the Conference Room may be terminated at any time if the conduct of the group or any member of the group is disruptive to Tenants, or in violation of the Usage Policy.
- All activities and programs conducted in the Conference Room are subject to these general rules and regulations which may be changed by Commonwealth Commercial at any time.
- Responsibility falls upon the tenant to make certain the group is aware of and abides by the rules and regulations. Failure to do so may result in denial of future room reservations or payment of charges incurred as a result thereof.