



L42: CONFERENCE CENTER

RULES AND REGULATIONS

When using L42 Conference Center, the following Rules and Regulations shall be agreed to and observed by Tenant for the mutual safety and convenience of all tenants.

1. **No Smoking.**
2. **No signs, placards, banners, notices, or other written material shall be affixed to or painted on the walls of the Conference Rooms, the doors to the Conference Rooms, adjacent hallways, or elevator lobby by Tenant, its employees, agents, or invitees.**
3. Tenant shall be responsible for any food or beverage consumed in the Conference Center. Cleaning of any carpet stains from consumption of food or beverage in the rooms shall be charged to Tenant. Food and beverage must be confined to the room being rented or additional charges will apply.
4. The Conference Center shall not be used to vend, peddle, or solicit orders for sale or distribution of any merchandise, device, service, periodical, book, pamphlet, or other matter whatsoever.
5. The Tenant using the Conference Center shall not permit any improper or objectionable noise to be emitted from the room, or in any way disrupt or otherwise interfere with other tenants on the floor.
6. The Conference Center shall not be used as storage space for any equipment or property belonging to Tenant other than what is necessary during their reserved meeting time. Such equipment shall be removed promptly when the meeting is over.
7. Landlord will not be responsible for personal property, equipment, money, or jewelry lost or stolen from the Conference Center.
8. **Tenant shall be responsible for set-up and late cancellation charges of \$100 incurred if reservations are cancelled with less than 24-hour notice.**
9. Landlord will have the right to refuse reservations to any group or tenant and reserves the right to amend, modify, or supplement these Rules and Regulations as in the Landlord's judgment may be necessary for the safe, convenient, and efficient use of the Conference Room.
10. Security will unlock the conference center once at the time the tenant requests. If the tenant needs the conference center locked or unlocked at any other time during their rental of the conference, contact the Office of the Building at 214.761.6110. Additional charges will be assessed for this service.
11. The conference center does not offer supplies, telephone service, podium or audio visual equipment.

Signed and Agreed To by: _____ Date: _____

As Authorized Agent for Tenant

Tenant Name: _____