**CONFERENCE CENTER**
**1900 Reston Metro Plaza**
**RULES AND REGULATIONS**

---

The following Rules and Regulations govern Tenant and its employees, visitors, guests, invitees, vendors, and agents' (collectively, the "Tenant Parties") use of the Conference Center at 1900 Metro Center Plaza, Reston, VA ("Conference Center"). By reserving and/or using the Conference Center, Tenant agrees to abide by these Rules and Regulations:

1. Arrangements to reserve the Conference Center must be made a minimum of 48-hours prior to the scheduled event. Tenants should indicate the number of people attending, type of event, any loading dock deliveries and needs, and desired room set-up when making your reservation on the website. ***If you need to cancel your reservation, please contact the Management Office directly.***

2. The Conference Center hours are Monday through Friday, 8:00 am – 6:00 pm. Reservations are taken on a first come, first serve basis. We recommend that Tenants who reserve the Conference Center allow enough time for set-up, food delivery, etc. For example: ***(Reservation Time: 8:00 am – 6:00 p.m., Meeting Time: 9:00 a.m. – 5:00 p.m.).*** Delaying the start time of meetings by thirty minutes to one hour typically allows enough time for the meeting organizers to set up, test equipment, run through presentations and any other items needed to ensure your meetings run smoothly.

3. Please arrange to have a point person arrive a minimum of thirty minutes before your scheduled reservation time to set up and to stay after for cleanup. Caterers and/or rental suppliers should contact the Management Office to arrange deliveries. All deliveries are to be made at the G1 loading dock, and advance arrangements must be made as to date and time.

4. The Conference Center is designed to be a meeting room. As such, using the Conference Center as a training facility (specifically, one that requires the use of several computers, laptops, or 5 or more IP address, etc…) is not recommended.

5. Tenants must have proof of insurance via a certificate of insurance on file with the Management Office to use the Conference Center. Tenants are responsible for any/all damage to the Conference Center and the surrounding property caused by Tenant Parties. Tenants will be charged for any special cleaning, maintenance, or repairs resulting from the use of the Conference Center. Tenant shall also be liable for any loss, damage, repair, or replacement of Conference Center equipment occurring at the time of Tenant Parties' use.

6. Neither Landlord nor its managers, officers, employees or affiliated parties will be responsible for any lost, stolen, or damaged property belonging to Tenant Parties. Landlord shall not assume any responsibility for personal injury which may occur during the use of the Conference Center. All materials belonging to the Tenant must be removed from the Conference Center at the end of the event.

7. Tenant Parties must not act in manner that does or is not likely to adversely affect the peaceful operation of the Conference Center or the building in which it is located. No foul language, excessive noise, loud music, or other disruption to the building is permitted.

8. Any outside services must be provided by an insured company approved by Office Management. Vendors must have proof of insurance coverage on file with the Management Office prior to accessing the Conference Center.

9. Tenant is responsible for the actions and compliance of all Tenant Parties while they are at the Conference Center and in the building.

10. Tenants may not make any alterations to or remove any items in the Conference Center, including any furniture, appliances, or equipment.

11. Tenants may not make direct connections to the ceiling mounted projectors. All projector use must be done via the wall connections located within the Conference Center.

12. No additional equipment (i.e. power cords, tools, cables, etc.) will be made available to Tenant for use in the Conference Center.

13. No signage, decoration, structure or equipment may be affixed to any portion of the Conference Center without prior authorization from Office Management. 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 building be permitted. Materials such as confetti, glitter, rice, sand, or birdseed may not be used.

14. No equipment that generates an open flame may be used in Conference Center. Kitchen equipment such as grills, hot plates, burners, etc. are prohibited. Only sternos (as typically provided by caterers) to keep food warm are permitted.

15. Events in which beverages will be served must be in compliance with the following:
    a. Alcoholic beverages may not be served.
    b. No red wine, grape juice and or staining liquids may be served.

16. The Conference Center is a smoke free facility. Smoking is absolutely prohibited.

Failure to comply with management requests, and/or violations of Rules and Regulations may result in removal from the Conference Center and/or the inability to use the Conference Center in the future.

To reserve the Conference Center, Tenant will need to provide a signed copy of these Rules and Regulations to the Management Office. Please keep in mind that the Rules and Regulations are subject to change at any time.

Please acknowledge your agreement to these Rules and Regulations by signing below:

**Reservation Date(s):** _____

**Reservation Time(s):** _____

**Company Name:** _____

**Requestor's Name (Print):** _____

**Requestor's Signature:** _____