

Peabody Plaza

General Guidelines for Use of Building Amenities

These are the initial Guidelines and pricing for the use of certain building amenities. Rules and Guidelines, as well as associated costs, may be modified as reasonably needed at the discretion of the Landlord.

The second floor Terrace and Club Room shall generally be available for tenant use during the hours of 8:00 a.m. – 4:00 p.m. During office hours this space is a building common area and not for reservation or exclusive use. No impromptu/break-out meetings larger than 6 people per meeting are permitted during office hours. Each individual is responsible for their own clean-up, and furniture is not to be moved. If a tenant is found abusing use of the Club Room or Terrace, or neglects to clean up after use, they may be assessed a cleaning fee. There may be limited times when the Terrace and Club Room are not available during these hours. The Terrace and Club Room may be reserved by Tenants for Company Sponsored Events between the hours of 4:00 p.m. – 10:00 p.m., with a signed usage agreement and \$250 reservation fee. If the Event will have more than 40 attendees, SP+, janitorial, and Building security must be contracted for overseeing guests' arrival, parking & departure, and cleaning needs, from the beginning of the Event until the last guest leaves. The tenant will be responsible for all janitorial and personnel costs associated with the event.

The second floor Conference Room may be reserved for tenant meetings, during office hours. The rental rate of \$75 covers the first three hours, with \$25/hour for each additional hour. Reservations must be made in advance, with payment due upon confirmation. Individuals reserving the room for use will be responsible for clean-up of the room or will be assessed janitorial fees.

Any vendors providing catering or other services during the use of the building amenities, will be required to provide a Certificate of Insurance listing the Landlord and Property Management as additional insured. Alcohol may only be served at the responsibility of the tenant hosting the event and with Host Liquor Liability insurance documented by the tenant's COI on file with the management office.