

CENTER PLAZA CONFERENCE CENTER and TRAINING ROOM
RULES AND REGULATIONS
December 18, 2015

The following Rules and Regulations are intended to make the Center Plaza Conference Center and Training Room at Two Center Plaza, Boston, MA as safe, enjoyable and pleasant as possible for all Tenants. These Rules are applicable to all Tenants and may be changed from time to time by Synergy Investments in order to provide for the safe, orderly and enjoyable use of the facilities and equipment.

1. Use. No tenant may use the Conference Center or Training Room unless they have signed a Waiver of Liability. The Conference Center and Training Center are open to Tenants only.
2. Hours of Operation. The Conference Center and Training Room can be reserved, on a “first come, first served basis”, during the following hours:

Monday through Friday

8:00 a.m. to 6:00 p.m.

The Conference Center and Training Room will not be open for use on Saturdays and Sundays, New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. The Conference Center may be closed, and its hours of operation modified with at least 24 hours advance notice, unless such closing is due to an emergency, maintenance or repairs.

3. Reservations. The Conference Center may be reserved as one full room (capacity - 16). The Training Room may be reserved as one full room (capacity – 44). The pantry is a shared common facility for anyone who reserves the Conference Center and/or Training Room. Reservations must be made by using our on-line work orders system (Building Engines) at least 48 hours in advance.
4. Equipment/Furniture. The Conference Center is equipped with audiovisual equipment, projection capability via Tenant supplied laptop, conference phone, video conferencing, in ceiling speakers and microphones, Wi-Fi internet and access to the shared pantry. The Conference Center is also equipped with 6 tables and 16 chairs. If additional chairs and tables are needed for an event, Tenant must provide them at Tenant’s cost. Chairs and tables are on wheels and can be arranged to Tenant’s preference, but must be returned to original configuration at the end of the event.

The Training Room is equipped with audiovisual equipment, projection ability via Tenant supplied laptop, conference phone, Wi-Fi internet and access to the shared pantry. The Training Center is also equipped with 18 tables and 36 chairs. If additional chairs and tables are needed for an event, Tenant must provide them at Tenant’s cost. Chairs and tables are on wheels and can be arranged to Tenant’s preference, but must be returned to original configuration at the end of the event.

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5. Access The Conference Center and Training room are secured and require security to open the rooms prior to the reserved tenant event. 48 hours prior to the event the tenant must reserve the room so that security can unlock the room 30 minutes prior to the reserved time.
6. Conduct. Any conduct that unreasonably interferes with the use or enjoyment of the Conference Center, Training Room or the equipment by others, or disrupts or interferes with the normal, safe, orderly and efficient operation of the Conference Center, Training Room or the equipment, is strictly prohibited.
7. Smoking. Smoking of any kind or any other consumption of tobacco products is strictly prohibited in the building.
8. Solicitations and Petitions. Solicitation for the sale of any product or services, or for charitable contributions, and petitions of any kind, are strictly prohibited.
9. Notices, Complaints or Suggestions. Users must immediately notify Owner in the event that they discover any unsafe or hazardous defect or condition relating to the Conference Center or the Training Room or the equipment therein, any breakage of equipment or furnishings therein, fire or disorder at the Conference Center and/or Training Room. Complaints or suggestions as to the operation, maintenance, services, or equipment at the Conference Center and Training Room should be directed to Owner's Agents.
10. Personal Possessions. Owner and Owner's Agents take no responsibility for personal possessions left in the Conference Center.
11. Violation of Rules. Repeated failure or refusal to comply with these Rules and Regulations may result in the loss of privileges.
12. Maintenance. No Tenant shall leave any litter, trash, debris, or items at the Conference Center. The entry door(s) to the Conference Center and or Training Room shall be kept closed once the event begins.
13. No Representations. Tenant hereby acknowledges that the installation of equipment, devices in or serving the Conference Center and/or Training Room shall in no way be deemed a representation or warranty by Owner regarding the efficacy or safety of the same, nor as an agreement or undertaking by, or obligation of, Owner to protect, indemnify or hold Tenant harmless from any harm of any type or to ensure Tenant's safety. It is expressly understood and agreed that use of the Conference Center and/or Training Room by Tenant shall be at Tenant's sole risk.