

THE CLUBHOUSE

Rules & Regulations

[CLICK HERE TO COMPLETE AND SUBMIT THIS FORM DIGITALLY.](#)

This form only needs to be completed by one tenant representative on behalf of all employees.

EXHIBIT A: RULES & REGULATIONS

THE CLUBHOUSE RESERVATIONS

- Provided there is a fully executed Rules and Regulations Agreement on file, the conference room, golf simulator, and wellness room may be reserved through Building Engines
- Reservations will be accepted at a maximum of ninety (90) days before the planned event date. Tenants shall also be allowed to reserve a maximum of five (5) days per calendar month, based on availability.
- Building Management reserves the right to deny reservations to a Tenant or group requesting exclusive use of the amenity. Additionally, Management reserves the right, at any time, to deny reservations to any Tenant or group who abuses The Clubhouse rules and regulations.
- Damage or missing items resulting from abuse or misuse of The Clubhouse will be billed to the Tenant.
- Management reserves the right to cancel any reservation as circumstances may dictate.
- Tenant must notify Landlord of any caterers in advance and supply a current Certificate of Insurance.

HOURS OF OPERATION AND USAGE

- The Clubhouse is open to Tenants and their visitors, during regular building business hours, Monday – Friday from 8:00am – 6:00pm and Saturday 9:00am-1:00pm.
- Gatherings during this time from the same tenant organization should be limited to ensure that the amenity can be enjoyed by all registered building occupants.
- Please ensure that during the hours noted above all food is contained to the areas in which you have reserved and not left in an unreserved location for serving.
- The Clubhouse may be reserved after business hours with prior approval from Building Management, from 6:00pm to 10:00pm, Monday through Friday.
- Please see Exhibit “B” for associated fees and charges for additional costs for HVAC services and after hours associated fees and charges.

CANCELLATIONS

- For reservation cancellations, please delete the reservation from Building Engines at least twenty-four (24) hours in advance of the event. Building Management reserves the right to charge a cancellation fee of \$100 per day to the Tenant for continuous cancellations not made twenty-four (24) hours in advance.

SECURITY

- Management will not be responsible for articles left in any area of The Clubhouse. All personal property must be removed at the conclusion of each day.

BUILDING STAFF

- Special events and after-hours events may require the presence of a building engineer and/or security at the expense of the Tenant. The need for building staff is at Management's discretion.
- Please see Exhibit "B" for associated fees and charges.

LIABILITY

- Tenant will be liable for any damages to The Clubhouse, including furniture, equipment, or otherwise.
- Alcohol and musical entertainment are prohibited without the prior written approval and execution of a Special Events License Agreement.
- Use of Sternos and/or any open flames are prohibited due to the Buildings Fire Code.
- Any events where alcoholic beverages are served must have a signed Special Events License Agreement on file with the Landlord.
- Tenant must provide proof of host liquor liability insurance coverage in order to serve alcoholic beverages.
- Any entertainment or music provided shall be kept at a reasonable volume.

CLEANING

- Trash and general cleaning are provided during business hours. Excessive trash and/or additional cleaning required may be charged to Tenant at Management's discretion.
- Tenant shall be responsible for cleaning of The Clubhouse in the event of after-hours use at tenant's cost
- Nothing may be attached to the building walls, windows, or doors.
- Please see Exhibit "B" for associated fees and charges.

SERVICES PROVIDED

- Wireless Internet is provided as a courtesy to Tenants and guests. In order to provide quality wireless Internet service to everyone utilizing The Clubhouse, please refrain from streaming or downloading large files or large amounts of data. Downloading illegal or inappropriate content is strictly prohibited and usage rights may be permanently revoked.
- Furniture located within The Clubhouse may not be relocated or removed without the prior written approval of Building Management. Additional costs to the Tenant may be incurred if furniture is moved without approval and must be moved back to its original position. Please do not stand on or place feet on the furniture.
- As with any professional environment, furniture within The Clubhouse is not to be used for lying down or sleeping.

OCCUPANCY

- Shall not exceed 49 occupants

EXHIBIT B: FEE SCHEDULE

CLEANING

Cleaning services required for after-hour events will be charged to Tenant. The charges shall be determined prior to the event based on the specific requirement.

HVAC SERVICES

- OT HVAC may be provided for the amenity space. The charges will be billed to Tenant based on the current rates posted on Building Engines.

BUILDING ENGINEER

- Should building engineer services be required for any after-hours events, at the discretion of Landlord or request of the Tenant, the charges will be billed to Tenant based on the current rates posted on Building Engines, billed at a minimum of 4 hours for an emergency response.

SECURITY

- Should additional security be required for any after-hours events, at the discretion of Landlord or request of the Tenant, the charges will be billed to Tenant based on the actual amount charged to the building, plus a 20% mark-up.

Rates reflected are subject to change at Landlord's discretion.

ACKNOWLEDGED

Signed: _____

Printed Name: _____

Contact Information: _____

Company Name: _____