



116 HUNTINGTON  
BACK BAY



# THE CLUBHOUSE

## Welcome Package



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## **POLICY SUMMARY**

### **STANDARD OPERATING HOURS**

8:00am to 6:00pm Monday through Friday, 9:00am to 1:00pm Saturday.

Tenants can request usage of The Clubhouse during Standard Operating Hours instantly online, pending availability, using Building Engines.

### **EXTENDED HOURS**

Monday - Friday, 6:00am to 8:00am and 6:00pm to 10:00pm

Tenants may request to book events during Extended Hours. Requests will be reviewed and approved on a case-by-case basis.

### **CATERING HOURS**

When making a reservation, tenants must budget time for setup and clean up. This includes catering. Catering partners cannot arrive before the reservation begins and must completely loadout before the reservation ends.

### **ACCEPTABLE EVENTS**

The Clubhouse is designed for business related events. Please refrain from reserving space in The Clubhouse for social or personal events including but not limited to birthday parties, baby showers, happy hours, and for watching sports events.

Management reserves the right to deny a reservation if the event does not comply with The Clubhouse Terms of Service. Post-meeting receptions are acceptable if all other requirements are met. If necessary, contact the Management staff to confirm your event complies before reserving space.

### **FOOD & ALCOHOL POLICY**

Serving alcohol is not permitted in The Clubhouse. Exceptions may be made on a case-by-case basis, but explicit written permission from Columbia Property Trust is required. If permitted, a full-service caterer must be contracted to provide licensed bartenders to serve alcohol. Proof of liquor license and a Certificate of Insurance (COI) submitted to building management at least twenty-four (24) hours prior to the event will be required as well.

### **CANCELLATION POLICY**

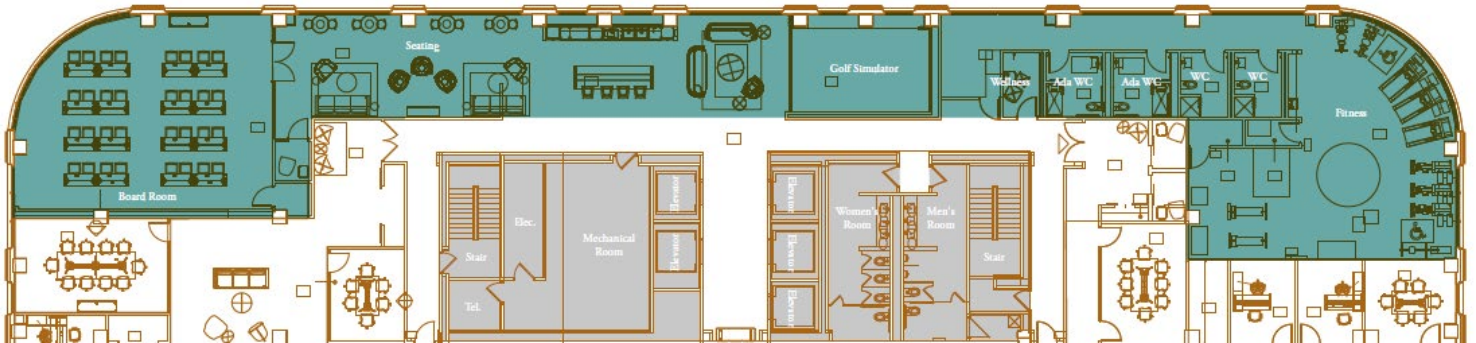
It is preferred that meeting space reservations be canceled at least one (1) full business day before the beginning of the event.

## FACILITY OVERVIEW

### THE CLUBHOUSE ACCESS

The Clubhouse is open and accessible to all building tenants and their approved guests through the elevator card access system. Guests will need to be registered through Building Engines in accordance with the building's standard process.

### THE CLUBHOUSE LAYOUT



### CAFÉ

Located at the entrance to The Clubhouse, the Café offers a kitchenette and bar area with cold brew coffee, iced tea, seltzer water, and still water on tap. There is also ample space for your caterer to layout pre-prepared foods for your enjoyment.

Area seating includes four barstools, four sofas, five soft chairs, and four round lunch tables with chairs.

### CONFERENCE ROOM

- 16 rolling tables
- 40 chairs
- 100" TV with HDMI connection
- Built-in Logi webcam

### FITNESS CENTER

- Three treadmills
- Three ellipticals
- Two stationary bikes
- One rowing machine
- Echelon Smart Mirror
- Punching bag
- Axis free trainer
- Bench press/squat rack
- Free weights, kettlebells, yoga balls, mats, and bands

- Water bottle filling station
- Towel service
- 18 OCS Smart Lockers with app capability
- Equipment wipes
- AED

## GOLF SIMULATOR

A professional Full Swing golf simulator is provided for your use on a reservation only basis. There is a full set of both right-handed and left-handed golf clubs, along with balls, and manufacturer provided golf “tees”.

## WELLNESS ROOM

There is a wellness room available on a reservation only basis with a locking door, comfortable soft seating, and a sink & countertop.

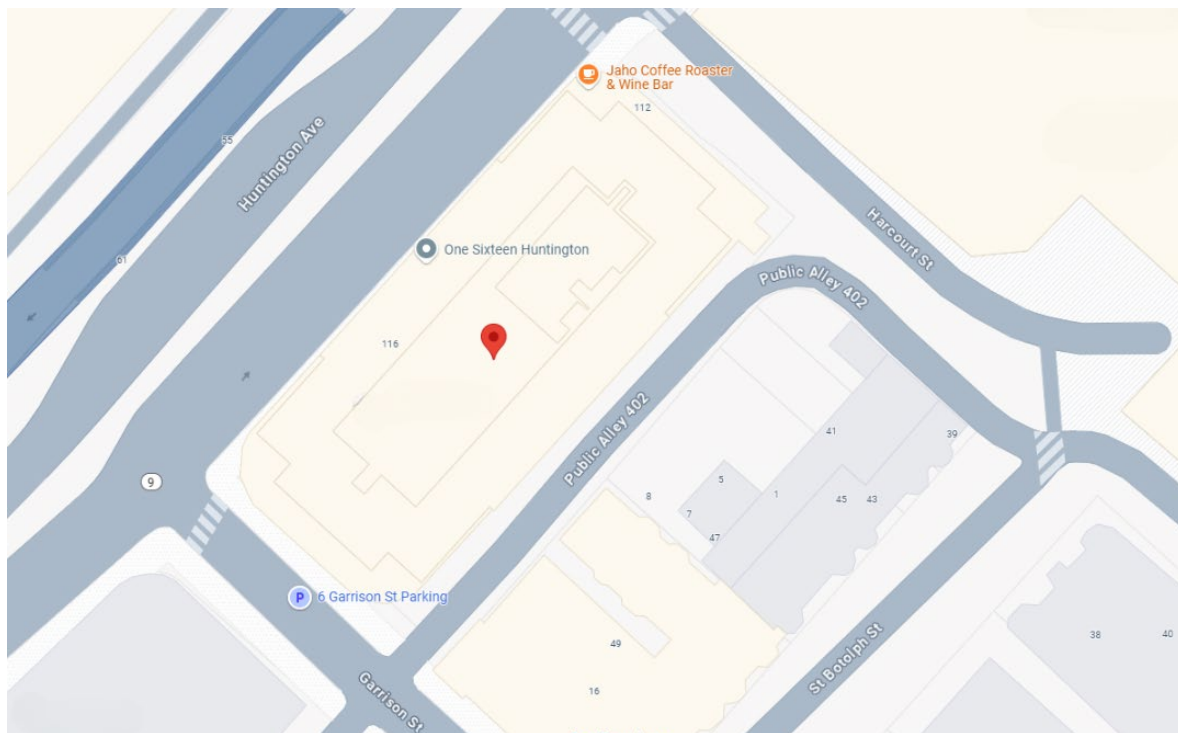
## LOADING DOCK INSTRUCTIONS

Extract this page and send to any caterers or vendors who may need to access the loading dock for deliveries related to your event. Reservation will need to be made through Building Engines in accordance with standard building procedures. Caterers and other vendors are permitted to load/unload their vehicle in the loading dock but must find alternative parking for the duration of the event. Loading dock space availability is at the discretion of security.

### PHYSICAL ADDRESS:

116 Huntington Avenue

Loading dock entrance is on Harcourt Street between 116 Huntington and the Marriott Hotel.



### DIRECTIONS:

The loading dock entrance is located on Harcourt Street. Once the vendor arrives, they will check-in with the security personnel located at the front desk who will provide any necessary access.

Please note all deliveries - including catering - should be delivered via the loading dock and freight elevator.

### LOADING DOCK:

All deliveries must be scheduled in advance. Vendors using the loading dock must check in at the front desk located in the building lobby and must adhere to any instructions provided by the security staff.

# RESERVATION SYSTEM

## MAKING A RESERVATION

Any user with an authorized Building Engines account can reserve space within The Clubhouse. Requests to reserve the Café space within The Clubhouse must be sent directly to building management for consideration and written approval.

Navigate to [www.buildingengines.com/login](http://www.buildingengines.com/login).

You will be prompted to provide your Username and Password (provided to you by a member of your property management team).

1. Navigate to the Resource Schedule tab from your Tenant Homepage.
2. View available building resources in the left panel, as well as a full-page calendar with toggles for month, week, day, and today.
3. Click Create Reservation to schedule a new event.
4. Select a resource from the dropdown. Provide all required request details, name the event, and select a date and time, and click 'Save' to complete the resource reservation request.
5. Once your reservation request has been saved, your event will appear on the calendar between the start and end dates you have selected. The calendar will also display any other tenant reservations for the space to prevent duplicate bookings.
6. Your request will be placed into 'Pending' status. The Management Team will review your request.

\*Reservations for the golf simulator must be made by 3:00pm on the prior business day.

## EDITING OR CANCELING AN EXISTING RESERVATION

Standard users can only edit or cancel their own reservations while Admins can modify any reservation made by users in their organization.

To modify or cancel:

1. Navigate to the Resource Schedule tab from your Tenant Homepage.
2. Open your confirmed resource reservation.
3. Make appropriate modifications and Click 'Save'.

## SUPPORT TEAM

Miranda Heaney, Assistant Property Manager, [miranda.heaney@columbia.reit](mailto:miranda.heaney@columbia.reit)

Megan Celata, Property Manager, [megan.celata@columbia.reit](mailto:megan.celata@columbia.reit)

Chris Hannon, General Manager, [chris.hannon@columbia.reit](mailto:chris.hannon@columbia.reit)