



## CONFERENCE CENTER RULES & REGULATIONS

1. **Description of Conference Center** – The Conference Center is located on the 2nd Floor of 101 N Wacker. The Conference Center has a 72 person maximum occupancy. The Conference Center is an amenity to the Building and shall be governed by the Conference Center Rules and Regulations contained herein.
2. **Conditions of Access and Use**
  - 2.1. Access to and Use of the Conference Center is exclusive to Occupants of 101 N Wacker and must be employed by a Tenant with a current leased office or retail space. Premises located at 101 N Wacker in Chicago, Illinois. Should Occupant's employment at 101 N Wacker cease for any reason, access and permission to use the Conference Center will terminate immediately.
  - 2.2. Access to and use of the Conference Center is open to any Tenant's employee without regard to race, sex, ethnic background or religion. **All users must be at least eighteen (18) years of age.**
  - 2.3. Access to and use of the Conference Center shall, at all times, be subject to any and all rules and regulations now existing or hereafter promulgated by Building Owner or its Managing Agent.
  - 2.4. Owner or its Managing Agent may elect to revoke access and the use of the amenity (including cable TV and Wi-Fi) at any time at its sole discretion.
  - 2.5. All Governing Laws, Codes, and General Building Rules and Regulations shall apply to the Conference Center.
  - 2.6. User may not use the Conference Center if an uncured default exists under its lease in the Building.
  - 2.7. The Office of the Building reserves the right to impose a reasonable limitation on the number of reservations in which a Tenant may submit within any one (1) month or within any twelve (12) month period.
3. **No Guests** – Regular access to the Conference Center is provided to Occupants of 101 N Wacker, only. Occupants shall not be entitled to bring an unregistered guest into the Conference Center or lend their access card to any person. Access and Usage rights may be permanently revoked by Building Owner or its Managing Agent if Occupant is found violating this provision.
4. **The Conference Center Hours** – The Conference Center will be available for rent during the following times:
  - Monday – Friday: 6:00 a.m. to 6:00 p.m.
  - On certain days where a Tenant has reserved the Connect 101 Lounge, the reserved area(s) will close at 3:00 p.m.
  - Saturday and Sunday: Closed
  - Building Holidays: ClosedThe Conference Center may be reserved after-hours for a fee. Only Tenants of 101 N Wacker may reserve the Conference Center.
5. **Occupant's Property** – Occupant acknowledges that Wi-Fi, televisions, other equipment, furniture, seating, kitchenette, cabinets and countertops are provided for the convenience of the Occupants only. Building Owner or its Managing Agent shall not be liable for the disappearance, loss, theft, or damage to or of any Occupant's personal property. Any property of Occupant remaining in the Conference Center, after Occupant leaves, will be taken to the Office of the Building. Any personal property left in the Lost and Found for more than fourteen (14) days after found shall be deemed abandoned by Occupant.



6. **Involuntary Termination** – Building Owner or its Managing Agent reserve the right to terminate or suspend, for such period of time as Building Owner or its Managing Agent shall deem appropriate, any privileges of the Occupant as a result of failure to comply with any provision the Conference Center Rules and Regulations or for any other actions that are in any way detrimental to the best interest of the operations of the Conference Center or its use by other Occupants. Access and Use may be terminated or suspended verbally with subsequent written notification to employer of Occupant.
7. **General Rules**
- 7.1. The Conference Center is available to all building Occupants by reservation.
  - 7.2. To keep the Conference Center clean and free of debris, every Occupant must clean up after his or her self. All trash shall be placed in the garbage or recycling containers provided by the Building. Failure to do so may result in revocation of usage rights by Owner or Owner's Manager.
  - 7.3. Cable TV is provided as a courtesy service as part of the Conference Center Amenity. Occupants may contact the Managing Agent with any special television programming requests. Managing Agent cannot guarantee accommodation but will consider the request if appropriate. Building Owner or its Managing Agent shall not be liable for any service outages as it relates to Cable stations.
  - 7.4. Furniture located within the Conference Center is provided as a courtesy as part of the the Conference Center Amenity. Furniture, equipment and any supplies may not be moved, removed, or relocated without the Managing Agent's permission.
  - 7.5. Wireless Internet is provided as a courtesy service as part of the Conference Center Amenity. In order to provide quality Internet service to everyone utilizing the area, Occupants shall not "stream" or download large files. The wireless Internet service provided within the Conference Center is for simple Internet "surfing" and email. Downloading illegal or inappropriate content as determined by Building Owner or its Managing Agent is strictly prohibited. Access and Usage rights may be permanently revoked by Building Owner or its Managing Agent if Occupant is found violating this provision. Furthermore, Building Owner or its Managing Agent shall not be liable for any service outages as it relates to wireless Internet.
  - 7.6. The Conference Center is not to be used for sleeping.
  - 7.7. Connect 101 Tenant Lounge area(s) is not to be used as a secondary conference room.
  - 7.8. Professional Courtesy to Others – Because Connect 101 Tenant Lounge and Conference Center is open to ALL tenants of 101 N Wacker, all users are expected to act in a professional manner and show professional courtesy to other users by acting and speaking in a low voice. Any person not exhibiting professional and courteous behavior will be asked to leave by building security.
  - 7.10. Smoking is strictly prohibited at all times.
  - 7.11. Tenant is responsible for obtaining all necessary and appropriate permits and licenses from each vendor relating to the reservation and providing copies of each item to the Office of the Building.
  - 7.14. All reservations must be concluded by the designated time and will be strictly enforced.
  - 7.15. Guests must use elevators designated by the Office of the Building.
  - 7.16. The Service Elevator doors are to be closed at all times.
  - 7.17. No individuals under the age of eighteen (18) shall be permitted in the Conference Center.
  - 7.18. The Conference Center shall not be used for any offensive purpose.
  - 7.19. No signage, decorations, frames, etc. shall penetrate the floors, walls, planters or any other permanent fixtures of the Conference Center.
  - 7.20. Users will protect the Conference Center furniture from scratches beyond normal wear and tear.
  - 7.21. No open flames shall be permitted (other than properly supervised chafing dishes).



8. **Additional Insurance** – Owner may require different or additional insurance, depending on the nature of the use or if alcohol will be present. All indemnification, insurance, limitations on liability and waiver of subrogation provisions set forth in Tenant’s lease shall be applicable to both the reservation and Tenant’s use of the Conference Center, as if the same was a portion of Tenant’s leased premises.
9. **Catering and Vendors** – Users may have food and refreshments catered in the space(s) by a vendor of their choice but are responsible for notifying the Office of the Building if any outside vendors will be used. All such vendors will be subject to approval by the Office of the Building prior to an event and a Certificate of Insurance must be submitted for any and all outside vendors. **Liquor Liability / Dram Shop insurance is required if liquor will be served.**
10. **Loading and Unloading** – The loading dock is accessible until 3 p.m., after which a 4-hour Security Officer charge may be incurred. All dock and freight elevator reservations must be confirmed in advance with the Office of the Building and Certificates of Insurance must be provided for each Vendor entering/leaving the dock and freight elevator areas. Vendors are not permitted to park in the Loading Dock, unless previously approved by the Office of the Building in writing.
11. **Additions and Modifications to Rules and Regulations** – Building Owner and Managing Agent expressly reserve the right to add to, or modify, these Rules and Regulations, all of which shall be binding upon each Tenant and its respective invitees and other Occupants upon delivery of such additions or modifications to the respective Tenant.