



191 Peachtree Conference Facility

Rules and Regulations

1. **Reservation Check-in:** The ENTIRE Conference Facility is available to one (1) Tenant Company at a time. Rooms CANNOT be booked separately. The Conference Facility is available on a first-come-first-serve basis. Reservation coordinator/tenant must submit an Angus Workorder for the conference room reservation. Property Management will send a reservation confirmation via email, within one business day.
2. **Cancellation:** See Rental Rates & Cancellation Policy.
3. **Conference Facility Rental Charge(s):** Conference Facility rental rates and associated fees will be **billed directly** to the Tenant Account. Unpaid charges could negatively affect future Conference Facility Reservation privileges.
4. **Conference Facility Location:** The 191 Peachtree Conference Facility is located on the 4th floor, Suite 400.
5. **Conference Facility Access:** The Conference Facility entry/exit door will remain accessible to Tenants & their guests during the reservation time slot. The Reservation coordinator/tenant may request property management to secure/lock doors for small events. In such case, the Reservation coordinator/tenant will be responsible for providing access to their guests during the reservation time slot.
6. **Tenant Company Guests:** The reservation coordinator is responsible for providing their guests with directions to the conference facility. Additionally, the reservation coordinator is responsible for providing entry to their guests into the Conference Facility. Property Management will not be responsible for escorting or granting access to guests.
7. **Parking:** Parking is not included with the Conference Facility.
8. **Catering Kitchen/Breakroom Items:** Catering is not included with the Conference Facility. Property Management is not responsible for providing utensils, food, drinks, or plates, etc. The Kitchen/Prep Room is available for use, “as-is”. The Kitchen/Prep Room does not have a stove, microwave, refrigerator or icemaker. All previous noted items must be provided by the reservation coordinator.



9. **Conference Facility Supplies:** Office Supplies are not included with the Conference Facility. Property Management is not responsible for providing paper, pens, printers, etc. Reservation coordinator is in charge of bringing all needed materials.
10. **Vendors:** All outside vendors that will be providing a service during your Conference Facility reservation must be approved and cleared with Property Management in advance. Vendors will be required to provide a compliant Certificate of Insurance prior to being on site. A sample Certificate of Insurance will be provided by Property Management that can be sent to vendors.
11. **Large Equipment, Products or Deliveries:** Large equipment, supplies, or deliveries that are being used during the reservation must be brought into the Building via the Service Elevator through the loading dock entrance, not more than 2-hours before scheduled event. The removal of such items must take place within 2-hours of the scheduled event. Boxes, metal carts, etc. are not to be brought in through the Building lobby.
12. **Recycling:** Reservation coordinator/tenant and attendees shall uphold the Single Stream Recycling process when discarding trash/waste in the Conference Facility and catering kitchen. All recyclable items are to be discarded in the trash cans with clear trash liners and all wet trash and food are to be discarded in the trash cans with black trash liners.
13. **HVAC:** HVAC is automatically provided during business hours at no additional charge. Use of the Conference Facility after 6pm M-F will require after-hours HVAC at an additional charge of \$40 per hour.
14. **Conduct:** Reservation coordinator/tenant and attendees agree to conduct himself/herself in a quiet and well-mannered fashion when in or about the Conference Facility so as not to cause any disturbance which would interfere with the enjoyment and effective use of the Building by other tenants and clients. Please keep the volume of all activity in the Conference Facility and surrounding common areas to a reasonable level. Reservation coordinator/tenant agrees to abide by all rules and conditions implemented by Property Management. Property Management reserves the right to terminate the reservation and cancel all future rights to use the Conference Facility should the Reservation coordinator/tenant fail to abide by the terms and conditions set forth in the 191 Peachtree Conference Facility Rules and Regulations.
15. **Damages:** Reservation coordinator/tenant is responsible for his/her own personal belongings. Property Management (“Owner and Manager”) shall not be responsible for damaged, lost or stolen items or any other personal property of the Reservation coordinator/tenant and the Reservation coordinator/tenant waives any claim for loss or damage of personal property while using the Conference



Facility. The adhering, taping, hanging, etc. of any items on the walls or ceilings in the Conference Facility is not permitted. Reservation coordinator/tenant accepts liability and responsibility for all damages within the Conference Facility or catering kitchen. Charges for any damages will be billed accordingly.

16. 191 Peachtree is a non-smoking facility and there shall be **No Smoking allowed in any part of the Conference Facility by any persons.**

17. Conference Facility Seating Layout: The Conference Facility’s meeting space is configured in a “classroom style” setting. The furnishings in the meeting space may be reconfigured by the Reservation coordinator/tenant. Please return all tables and chairs to their original locations, as well as all other items to their proper storage areas. Property Management does not perform furniture moving services.

18. Owner and Property Management reserve the right to amend or add these rules and regulations as they deem necessary for the proper management of the Conference Facility, and such additions and amendments to the rules and regulations may be made without written notice to the Reservation coordinator/tenant provided the same are posted in the Conference Facility.

19. Manager and Property Managements decisions on all issues involving or relating to the Conference Facility shall be final.

Note: Rules & Regulations are subject to change.

I have read and agree to these conference facility rules

Printed Name _____

Signature _____

Company (Tenant) _____

Date _____

Please email a signed copy of the Rules & Regulations to info@191peachreetower.com immediately upon submitting your reservation request. Thank you.