



## 1801 Conference Center Rules and Regulations

The building conference facility is available to all resident tenants of 1801 California based on the following rules and regulations.

- The Conference Center is available Monday through Friday from 7:00 AM – 6:00 PM.
- To ensure that all tenants have the opportunity to use this building amenity, the Conference Center room(s) may be reserved up to sixty (60) days in advance by using the online building service request system, Angus AnyWhere.
- The Conference Center room(s) may be reserved for up to two consecutive days for any one usage.
- The Conference Center and corresponding room(s) reserved will be unlocked prior to the start of your reservation time and locked immediately after completion. The Conference Center will be locked nightly at 6:00 PM.
- There are four (4) meeting rooms in the Conference Center: the New York, Toronto, London and Sydney rooms.
  - New York – The New York conference room is the largest room in the facility. The room is set up in a classic lecture style with 20 tables and 48 chairs on a tiered level floor. There is also a projector mounted in the ceiling, a projection screen, and a podium with audio. A 24 hour notice is required for all setup request.
  - Toronto – The Toronto conference room is the second largest room in the facility. The room has a default U-shaped setup with 15 tables and 30 chairs, a mounted projector and screen, and a podium with audio. A 24 hour notice is required for all setup request.

- London – The London room is the 3<sup>rd</sup> largest room in the facility. The room is set up in a default board room style with 1 conference room tables, seating for 14 and a flat screen TV. The A/V connections for this room are located in the center of the table and cannot be moved.
- Sydney – The Sydney room is the smallest room in the Conference Center. The room is in a default U-shape set up with 5 tables and 10 chairs. This room does not have any A/V connections. A 24 hour notice is required for all setup request.
- Conference Center rooms cannot be reserved for catering usage only.
- Conference Center rooms are for Tenant Use only and cannot be reserved for use by outside organizations. Rooms also cannot be reserved for any business use other than that of the primary tenant.
- Conference Center rooms cannot be reserved for in/out usage. Users must be present at all times. For security reasons, rooms reserved not to be in use within an hour of the reservation start time, will be locked and the reservation will be cancelled.
- Extra chairs for each room can be found in the closets. All other supplies such as paper, pencils, cups, beverages, food, etc. must be supplied by the user.
- Reservation times may be back-to-back; therefore, **users are asked to be considerate** of other tenants by removing all supplies and materials prior to the end of their reserved time frame. The facility will be cleaned nightly by the building cleaning staff, Monday through Friday.
- No alcoholic beverages may be consumed in the Conference Center without prior written approval from the Property Management Office. A written indemnification provided by the Property Management office must be executed prior to approval.
- These Rules and Regulations may be changed from time to time and are intended to make the 1801 Conference Center as safe, enjoyable and pleasant as possible for all users.

We hope you will enjoy using the conference facility and appreciate your observance of these rules and regulations. Please do not hesitate to contact Brookfield Management at (303) 383-1801 should you have any questions or concerns.

# Brookfield