

601 City Center – Conference Center Rules & Regulations

Resource Description:

Cleveland Heights is a boardroom style conference room that seats 10 people max.

The conference center is attractive and has state of the art audio/visual equipment for a plug and play experience, along with high-speed Wi-Fi, and speaker system. The room features a built-in microphone & speakers in addition to a mounted TV screen.

Please refer to FAQ document for further information.

Terms & Conditions:

- **All equipment (tables, chairs, signs, etc.) are to remain in the conference room ONLY. No equipment or signage is permitted in the hallway. Keep in mind that the hallway is a communal space and NOT part of your reservation.**
- **Open flames of any kind, including sternos, are strictly prohibited. If sternos are used, they must be electric.**
- Equipment/supplies may not be stored within the conference center outside of your reservation time; please plan accordingly.
- Paper Signs or decorations are not permitted on any walls or doors. Any property damage incurred during your reservation will be billed back to the tenant.
- Doors will unlock 15 minutes before reservation time and lock 15 minutes past the end of the reservation time. Tenant contact must ensure to reserve the room for the time your staff, catering, etc. will need access to the space.
- In order to properly air condition or heat the space, doors to the room should remain closed.

Rental Fees:

All costs incurred as a result of renting the conference rooms will be billed to each tenant on their monthly statement.

Reserved half days (8am-12pm, 1pm-5pm), full day use (8am-5pm) or by the hour.

Cleveland Heights

By the Hour \$75

1/2 Day \$250

Full Day \$400

Availability & Reservations:

The conference rooms can be reserved on a first come first serve basis at least 24 hours in advance. The room is not considered reserved until an approved confirmation email is received from Angus AnyWhere.

The 2nd Floor Conference Rooms are available during normal business hours on weekdays between 8:00 a.m. and 5:00 p.m. and after hours on a case-by-case basis as approved by Building Management.

In connection with customer lease agreements, the 2nd Floor Conference Rooms observes the following holidays and will be closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

Catering, Food Delivery & Clean-up:

- Catering and food delivery are permissible. Alcoholic beverages are prohibited unless approved by Building Management in advance. It is the responsibility of the tenant to ensure that all trash and left-over catering items are properly disposed of in the trash containers provided in the conference room.
- All personal belongings must be removed from the space by the end of reservation time.
- Open flames of any kind, including sternos, are strictly prohibited. If sternos are used, they must be electric.
- Should any personal belongings remain in the room or if refuse is not properly disposed of, a fee of \$150 may be assessed.

By creating a reservation, you are agreeing to all costs associated with use of the conference room as well as costs to repair any damages that may occur while in use.

Cancellations must be made within 24 hours of the scheduled event, after this time a cancellation fee will be charged at 50% of the Reservation fee.